



Health & Safety policy

Pate's Grammar School

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| Approved by: | Governing Body | Date: September 2022 |
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I. HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement is the local supplement to the Gloucestershire County Council Corporate Health and Safety Policy Statement.

The School's Governing Body and Senior Leadership Team recognise and accept their responsibilities to provide a safe and healthy working environment for all employees and others affected by the School's activities.

The School is committed to managing and mitigating risk by ensuring that risk assessments are undertaken, control measures are implemented, and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work etc. Act 1974, the School's Governing Body and Senior Leadership Team will ensure, so far as is reasonably practicable, that:

- the premises are maintained in a safe condition;
- safe access to and egress from the premises are maintained;
- all plant and equipment are safe to use;
- appropriate safe systems of work exist and are maintained including offsite visits;
- sufficient information, instruction, training and supervision are available and provided as appropriate;
- arrangements exist for the safe use, handling and storage of articles and substances at work;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body and Senior Leadership Team also recognises its obligation to ensure, so far as is reasonably practicable, that persons not in its employment, who may be affected by the conduct of the School's business, are not thereby exposed to risks to their health or safety. Where it is reasonably foreseeable that members of the public (this includes pupils, parents, contractors, etc.), may be affected by the School's activities, the Governing Body and Senior Leadership Team will make the necessary information available to them.

The Governing Body will ensure that adequate resources, including finance, are made available for the policy statement to be properly implemented.

The Governing Body and Senior Leadership Team are committed to this policy and all staff are required to comply with it as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the School must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- to take care of their own safety and that of others;
- to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully and safely.

All relevant Regulations, Codes of Practice will be complied with. Consultation with employees will be held when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff, via the Staff Handbook.

This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised when necessary.

This Health and Safety Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the School's Governing Body.

2. ORGANISATION

Introduction

In order to achieve compliance with the School's Health and Safety Policy, the School's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Duties of the Governing Body

The Governing Body has overall responsibility for ensuring compliance with the Health and Safety Policy Statement. In the discharge of its duty, the Governing Body, in consultation with the Head Master, will:

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- ensure (by sampling) that the appropriate risk control measures have been put in place in order to minimise the risk to staff, pupils and others;
- monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all relevant statutory requirements, codes of practice and guidance;
- supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety

training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;

- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities.

The Governing Body, through the Head Master, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive:

- this policy;
- all other relevant health and safety matters;
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The School's Health and Safety Coordinator (Bursar) undertakes an annual health and safety audit. Findings are reported back to the Governing Body and addressed. Any weaknesses in this policy and associated documentation are reported and amended as necessary.

The Duties of the Head Master

The Head Master has day to day responsibility for ensuring compliance with the School's H&S Policy. In conjunction with Senior Leadership, the Head Master will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of the Health and Safety Policy and ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

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

In particular, the Head Master will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the School premises and facilities;
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school organised activities;
- ensuring safe working practices and procedures throughout the School so that all risks are controlled;
- arranging systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body is made aware of the findings;
- identifying the training needs of staff and pupils and ensuring, that all members of staff and pupils with identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;

- collating accident and incident information and, when necessary, carrying out accident, incident and near misses investigations and implementing any remedial action to prevent recurrence;
- monitoring the standards of health and safety throughout the school, including all school-based activities;
- monitoring the management structure, in consultation with the governors;
- consulting with members of staff, including Safety Representatives, on health and safety issues; and
- encouraging staff and others to promote health and safety.
- identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school organised events;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;

The Duties of All Employees (including temporary and volunteers)

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by the employee's acts or omissions.

All employees must comply with the School's Health and Safety Policy and Procedures at all times.

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

- take reasonable care for the health, safety and welfare of themselves, other employees and other persons;
- observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety;
- act in accordance with any specific H&S training received;
- report all accidents in accordance with current procedure;
- co-operate with other persons to enable them to carry out their health and safety responsibilities; inform their Line Manager or a member of SLT of all potential hazards to health and safety, in particular those which present a serious or imminent danger;
- inform their Line Manager or a member of SLT of any shortcomings they consider exist in the School's health and safety arrangements;
- exercise good standards of housekeeping and cleanliness;
- know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment

must ensure that the health and safety implications of such work or purchase are considered.

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

The Duties of Supervisory Staff (this includes Senior Leaders, Heads of Faculty, Heads of Department (Academic and Support), Heads of Year and Site Managers)

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

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

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within their areas are given instructions in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the Head Master or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Head Master or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;
- all health and safety information is communicated to the relevant persons;
- they report any health and safety concerns to the Head Master or his nominated deputy.

Duties of Class Teachers (including Supply and Student Teachers)

Class teachers have a day-to-day responsibility for ensuring compliance with the School's Health and Safety Policy and ensuring all persons under their control are aware of the general health and safety requirements of the School and the detailed requirements of the activities relevant to them.

Class teachers must ensure that the health and safety of themselves, the pupils and anyone under their supervision are not placed at risk.

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPPS, if issued, and to ensure that they are applied;
- give clear oral and written instructions and warnings to pupils where necessary;
- follow safe working procedures and best practice at all times;
- require the use of protective clothing and guards where necessary;
- make recommendations to their Head of Department, Faculty or a member of SLT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
- report all accidents, defects and dangerous occurrences to a member of the Senior Management Team.

Teaching Assistants

Teaching assistants have a day-to-day responsibility for ensuring compliance with the School's Health and Safety Policy and are immediately accountable to the teacher in charge whilst the class is in session.

Teaching assistants must report any encountered problems to the class teacher in charge immediately, ensuring that the pupils are not placed at further risks when doing so. In addition, they should respond immediately to a teacher's directions on matters of health and safety.

School Health and Safety Coordinator (Bursar)

The School Health and Safety Co-ordinator (Bursar) has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school;
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process; to make provision for the inspection and maintenance of work equipment throughout the school;
- to manage the keeping of records of all health and safety activities;
- to advise the Head Master of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally;

- to carry out any other functions devolved by the Head Master or Governing Body.

School Health and Safety Representatives

The Governing Body and Head Master recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. 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. Safety representatives are not part of the management structure and do not carry out duties on behalf of the Head Master of the Governing Body.

Visitors, Members of the Public and Volunteers

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

Where volunteers undertake work on behalf of the School they will be regarded as employees and have the same responsibilities for health and safety as paid employees (see Duties of Employees above).

Class teachers and other employees who supervise volunteers have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Educational and Trips Coordinators

The named competent persons nominated as Educational Coordinators are the Bursar and the Trips Co-ordinators. They ensure that the School's Health and Safety Policy standards are followed in all off-site activities and educational visits. They are responsible for:

- supporting the Head Master and Governors with approval and other decisions;
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organising thorough induction of leaders and other adults taking pupils on a specific visit;
- organising the emergency arrangements and ensuring there is an emergency contact for each visit;
- reviewing systems and, on occasion, monitoring practice.

3. HEALTH AND SAFETY ARRANGEMENTS

The following arrangements and procedures have been established within the School to minimise health and safety risks as far as reasonably practicable.

3.1 HEALTH, SAFETY AND WELFARE

Communication

The School recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.

A variety of measures will be used to convey the H&S message to the various people using the school premises. These measures will include:

- H&S posters;
- school announcements during assemblies;
- newsletters to parents;
- staff meetings;
- staff training sessions;
- school inspections by the Governor responsible for H&S;
- direct conversations;
- the regular dissemination of additional or existing information to those people in need of its receipt.

Consultation with Employees

The school recognises the importance of consulting with employees on health and safety matters.

Health and Safety will be a regular item at staff meetings. Furthermore, the Head Master will ensure that H&S issues are discussed at staff meetings as and when appropriate.

3.2 ACTIVITIES

RISK ASSESSMENTS

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

Risk assessment is the responsibility of the School's leadership team at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

The following staff are responsible for completion of risk assessments within the following areas:

- Head of PE
- Head of Art and Design
- Head of Science
- Head of Performing Arts

- Head of Outdoor Education
- Bursar – Premises.

WORKING AT HEIGHT

The Bursar will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Frequent documented checks must take place to ensure the safe working condition of access equipment. Procedures must be in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

The School must discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment must be in place.

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

HAZARDOUS SUBSTANCES

GCC SHE Procedure Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used, line managers, employees themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost. COSHH data sheets must be retained and displayed and must be adhered to by staff using hazardous substances.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Supervisory staff and employees will assess on the basis of risk assessment and COSHH assessments the need for PPE.

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

A record of PPE issued will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

LONE WORKING

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

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

MANUAL HANDLING & LIFTING

The school refers to the LA guidance on Manual Handling and the risks of manual handling will be communicated within general risk assessment.

Any activities that involve significant manual handling tasks must be risk assessed and where appropriate training provided for staff.

The Bursar is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE, Occupational Health or other professional bodies as necessary.

CURRICULUM SAFETY (including extended Schools activity/study support)

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

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.

Teachers will ensure that risks related to curriculum areas are identified and controlled where necessary, referring to guidance material such as CLEAPPS, AfPE (formally BAALPE) DATA.

Any activity falling outside a published guidance will be individually risk assessed in order to determine:

- where close supervision is required;
- suitable group size;
- suitability for whole class participation;
- where particular skills need to be taught;
- that tools, equipment and machinery are checked, maintained and stored correctly;
- personal protective equipment (PPE); and
- levels of hygiene required.

DISPLAY SCREEN EQUIPMENT (DSE)

DSE means an 'alphanumeric or graphic display screen' and would include conventional display screens as well as laptops, touch screens and other similar devices.

The majority of staff within the School are not considered to be DSE users.

For staff who are DSE users, the School will adhere to the GCC Corporate policy, guidelines and procedure – Working with Display Screen Equipment.

The Health and Safety (Display Screen Equipment) Regulations 1992 requires School to provide an appropriate eye and eyesight test on request (to the Bursar) and at regular intervals thereafter, in relation to each employee who habitually uses DSE as part of their normal work. If, as a result of the eye test, special correction of the eyes is required for working with DSE, School will provide for this.

Supervisory Staff will ensure that DSE workplace assessments are conducted for all DSE users. DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there are staff changes, to ensure that workstations meet minimum requirements.

SCHOOL TRANSPORT

The school uses the LA guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.

Where staff are required to drive as part of their job, line managers/heads of department will detail of any significant findings from the risk assessment and any action taken.

Checks will be made annually that drivers hold a valid driver's licence and have undertaken formal minibus driver training.

A member of staff has responsibility to ensure regular checks, maintenance, MOTs etc. are carried out on all school vehicles.

NOISE

The School is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the School ensures appropriate control measures are put in place.

VIOLENCE TO STAFF / SCHOOL SECURITY

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the School is the responsibility of Head Master and the Governing Body and the School will liaise with the local Crime Prevention Officer.

Managers/heads of department are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk Line Managers will ensure that appropriate control measures are put in place.

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

SCHOOL TRIPS/ OFF-SITE ACTIVITIES

The School complies with DfE guidance on educational visits and school journeys.

The named competent persons nominated as Educational coordinators are the Bursar and the Trips Co-ordinators. They are responsible for:

- supporting the Head Master and Governors with approval and other decisions.
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.;
- organising thorough induction of leaders and other adults taking pupils on a specific visit;
- organising the emergency arrangements and ensuring there is an emergency contact for each visit; and
- reviewing systems and, on occasion, monitoring practice.

WORK EXPERIENCE

Work experience co-ordinators will ensure that the working practices outlined in Work-related learning and the law – Guidance for schools and school-business link practitioners and Work experience – A guide for secondary schools, are followed where practicable.

3.3 PREMISES

SLIPS, TRIPS AND FALLS

The School recognises that a common cause of accidents are slips, trips and falls.

It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The Bursar ensures regular inspection of communal areas.

All hazards, obstructions, spillages, defects or maintenance requirements will be reported to the Head Master or via a recognised reporting process.

All staff are expected to be vigilant and aware of possible hazards.

The floors will be cleaned and cleared on a daily basis to keep them free of obstruction.

CLEAN PREMISES

The School will ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general cleaning equipment such as ladders etc.

A cleaning schedule will be put in place and monitored by the Bursar.

All members of staff and students will follow good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

VEHICLES (ON-SITE)

The School will segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site by using a one way system, pedestrian crossings, pedestrian access gates, and clearly marked entry and exit (2) gates for cars

Staff will supervise students boarding and alighting the buses each day.

CARETAKING AND GROUNDS MAINTENANCE (AND GROUNDS SAFETY)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks to health and safety through the risk assessment process.

The Site Managers are responsible for:

- ensuring that all defects in the buildings and grounds are notified to the Bursar;
- undertaking regular checks of the fire alarm system and recording the result in the Fire Logbook (weekly checks on individual alarms, termly full evacuation);
- any other duties identified by the Head and Governors; and
- risk assessing and undertaking all work in accordance with Construction, Design, and Management (CDM) Regulations.

GAS APPLIANCES

Any necessary work and testing of gas appliances will be carried out by certified contractors.

Gas appliances will also be checked visually on a regular basis and subject to appropriate formal inspection by qualified gas engineers.

ELECTRICAL EQUIPMENT (fixed and portable)

The School will take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.

Everyone (staff, pupils and visitors) will be made aware of the hazards of electrical equipment and of the need to follow safe working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Portable electrical equipment will be inspected in accordance with the relevant regulations annually by an appropriately qualified professional.

Staff must not use their own portable electrical equipment unless it has been inspected by a qualified electrician.

Checks of fixed electrical equipment will be carried out in accordance with the relevant regulations relating to 'Fixed Wiring Periodic Test and Inspection'.

MAINTENANCE/INSPECTION OF MACHINERY AND EQUIPMENT

The School will inspect and maintain its equipment regularly; the frequency depending on the use and type of equipment.

Guidance issued by GCC on servicing, testing and inspection will be followed and records are kept.

All servicing and maintenance will be organised by the Site Managers, reporting to the Bursar.

The School's Site Managers will make regular visual inspections of the school machinery and equipment.

WORKPLACE INSPECTIONS

Supervisory staff responsible for premises/departments must undertake workplace inspections every six months.

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

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, Site Managers should contact Corporate Building Services.

ENVIRONMENTAL/WASTE MANAGEMENT

The School seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

The Site Managers are responsible for the disposal of waste.

All waste classified as 'hazardous' will be collected by specialist firms and disposed of in the approved manner.

ASBESTOS

To minimize risk from asbestos containing materials on the School's premises, the School will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the identification and control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- appointing a named officer (the Bursar) who will have responsibility for implementing the Asbestos Management Plan;
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the School's premises.

GLASS AND GLAZING

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards.

All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACOP/British Standard or has been fitted with safety film.

Glazing will be assessed during a regular site inspection.

Any member of staff identifying broken glazing must ensure the area is immediately made safe and report the broken glazing to the site team. The Site Managers will ensure repairs will be carried out as soon as possible.

WATER SUPPLY/LEGIONELLA

The School has put in place an effective water hygiene management plan to control the risks of Legionnaire's Disease and legionella.

A legionella risk assessment has been documented and the site logbook will be used.

Regular documented water checks will be undertaken.

A process is also in place to deal with any actions should they arise.

The Site Managers will be responsible for ensuring operational procedures are carried out in a timely and effective manner.

CONSTRUCTION WORK AND CONTRACTORS

The Construction (Design and Management) Regulations 2015 ("CDM") impose specific obligations on the School when any construction works are undertaken at the School.

Construction works means the carrying out of any building, civil engineering or engineering construction work and includes—

- the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water

or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;

- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

When construction work is undertaken at the School by external contractors, the School retains health and safety duties as a “Client” under CDM.

The Bursar will be responsible for:

- appointing and checking the competence of contractors and visiting workers;
- allowing adequate time for the design, planning and construction work to be undertaken;
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc;
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks on site clearly identified;
- exchanging information on hazards and risks;
- checking that contractors have adequate welfare facilities in place before work starts on site;
- liaising with designers so that workplaces are correctly designed;
- Ensuring safeguarding procedures are followed.

Contractors will follow their own safe systems of work. Their working methods must take into account the presence of pupils, staff and other visitors on site.

Where the School undertakes small scale construction work itself, it will ensure such work is safely planned, conducted and checked – see further Maintenance.

Arrangements for monitoring and controlling works in progress

Key areas to focus attention are:

- segregation of traffic and pedestrians;
- segregation of contractors and occupants of the School (where possible);
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;

- implications on fire precautions due to possible increased risk and interference with fire alarm system and routes of evacuation.

Communication

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

- providing visitors with copies of appropriate hazard registers such as the asbestos register;
- telling visitors about hazards on site;
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
- controlling access so that contractors know who may also be working on site;
- sign-off/safe completion certificates.

LETTINGS/SHARED USE OF PREMISES

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

SCHOOL PLAYING FIELDS / OUTDOOR SPACES

The playing fields and outdoor spaces are the responsibility of the Groundsman and site team, all reporting to the Bursar.

SNOW AND ICE GRITTING

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g., access/egress routes.

A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions.

There is suitable storage for salt/grit and tools, (such as wheeled grit spreaders) on site and a sufficient supply of grit/salt is available.

During snow and ice, the Site Team will ensure that the main pathways on the school site and car park are kept clear using the grit spreader.

3.4 CATERING AND FOOD HYGIENE

All catering contractors have in place a food hygiene management system and competent health and safety advice.

All contractors are registered with the Local Authority.

3.5 HEALTH AND WELL-BEING

Staff well-being / stress including absence management

The School has referred to LA Guidance on Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.

The School endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

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

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

Smoking on Site

The school is a non- smoking site.

3.6 MEDICAL ARRANGEMENTS

DRUGS & MEDICATIONS

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings.

Parents have prime responsibility for their child's health and must provide the School with information about their child's medical condition, including updating this information as necessary as the child progresses through the school. Parents are also responsible for keeping records of expiry dates of spare medication held by the school (eg Epipens, inhalers).

The School Nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

School will hold spare medication for children if necessary, but there is no legal duty requiring School staff to administer medicines. However, the School recognizes that children with medical needs have the same rights of admission to a School or setting as other children and will risk assess individual children as required.

Permission is sought for school staff to administer Paracetamol to students as they consider appropriate. This is done via the Admissions form completed by parents/carers when the

student joins the school. Staff keep records of students who have been given Paracetamol.

FIRST AID

First Aid equipment is available in the following locations:

- Defibrillators in Reception and PE
- First Aid Kits:
 - Outdoor Education (Main Stock)
 - Trips organiser – has first aid kits for trips
 - PE (Go bags for matches)
 - Geography (Outdoor pack)
 - Main reception
 - Drama
 - Chemistry
 - Physics
 - Lower school Science
 - Art
 - Design & Food Technology
 - Kitchens
 - Gallery
 - All Vehicles

First aid equipment is looked after by the qualified First Aider within each sector.

The School's first aid trainer (Head of OED), who is a qualified first aider, will be responsible for ordering first aid equipment.

The first aid trainer also runs a programme for first aid / refresher training at regular intervals throughout the school year.

A list of qualified first aiders is kept by the first aid trainer and in reception in School.

REPORTING OF ACCIDENTS, HAZARDS AND NEAR MISSES

In accordance with their individual responsibilities to take reasonable care for the health and safety of themselves and others affected by their acts and omissions, all staff are encouraged to report accidents, near misses and health and safety hazards.

All accidents, however minor, must be reported by the first aider or teachers in attendance who must complete an accident report form immediately).

All accidents (and near misses, potential hazards and damage) will be investigated by the Bursar who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

A log of accidents and near misses is kept by the Bursar.

The Bursar will notify the appropriate authorities when necessary.

Governors will receive regular updates of all recorded accidents / incidents.

INFECTIOUS DISEASES

The School will follow the guidance produced by the Health Protection Agency, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings.

The HPA poster is displayed in Reception.

The School's Covid 19 Risk Assessment is available on the School's website.

3.7 STAFF HEALTH AND SAFETY TRAINING AND DEVELOPMENT

STAFF TRAINING

Line managers/heads of departments within the School will undertake a Training Needs Analysis to identify the competency requirements of specific job roles in terms of health and safety and will ensure that appropriate training is delivered and training records held centrally.

This Training Needs Analysis will be reviewed on an annual basis or on the introduction of new legislation.

STAFF CONSULTATION

The Governing Body, through the Head Master, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

3.8 MONITORING AND AUDITING

Health and safety arrangements are monitored and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

New information is disseminated to staff via staff meetings and shared with the Governing Body. The resulting discussions will determine whether changes will need to be made to any procedures and policies.

Health and safety arrangements are audited annually by the Bursar in conjunction with the Local Authority.

4. EMERGENCY PROCEDURES

FIRE PRECAUTIONS

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Ministry of Housing, Communities & Local Government has been adopted.

A risk assessment has been carried out and a Fire Management Plan is in place.

The Bursar has responsibility for the implementation of the Fire Management Plan and will:

- detail any significant findings from the fire risk assessment and any action taken;
- ensure the testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices, is carried out;
- ensure the testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person, is carried out;
- maintain a record of false alarms;
- ensure the testing and maintenance of emergency lighting systems;
- ensure the testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- ensure the testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- ensure the recording and training of relevant people and fire evacuation drills;
- ensure the maintenance and audit of any systems that are provided to help the fire and rescue service;
- ensure that arrangements are in place in a large multi-occupied building for a co-ordinated emergency plan;
- ensure all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors, are carried out.

Employee fire precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees:

- memorise the evacuation procedure, your emergency exit and assembly point in case of fire;
- familiarise yourself with the position of fire-fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open;
- keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- there is to be NO SMOKING (in any form, including the use of e-cigarettes) on the premises;
- if you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

FIRE AND OTHER EMERGENCY PROCEDURES

On discovering a fire or other emergency:

- THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION

OF PUPILS, STAFF AND VISITORS;

- If you see signs of a fire or other emergency which could place employees or pupils in danger, SOUND THE ALARM;
- IF SAFE TO DO SO, attempt to control the fire or other emergency, with assistance if available;
- Never put yourself at risk even with the smallest fire (or other emergency);
- Never attempt to move burning objects;
- Ensure that the appropriate emergency services are summoned. DIAL 999 and state clearly the address where the fire is.

Evacuation procedures

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment with which you may be working;
- IF SAFE TO DO SO, close windows and doors and secure cash and confidential documents;
- If closed doors feel warm, DO NOT OPEN THEM;
- Leave the building by the nearest available exit;
- Do not use lifts;
- Ensure that any visitors you have also leave the building;
- DO NOT RUN;
- DO NOT COLLECT PERSONAL BELONGINGS;
- Everyone on site should quickly proceed without delay to either the ASTROTURF PITCH or FIELD (as designated by year group) where registers will be taken to ensure that everyone is accounted for;
- DO NOT HINDER ROADWAYS AND ROUTES that may be used by emergency vehicles;
- DO NOT RETURN TO THE BUILDING until the 'all clear' has been given and until instructed by your fire warden;
- Never assume the evacuation is a drill.

If you are cut off by a fire:

- Close the door, using clothing etc to block any gaps;
- Go to the window and attract attention;
- If the room becomes smoky, stay low – it is easier to breathe;
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.;
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping; and
- Make your way to the evacuation assembly point at the Astroturf pitch or school field and report to the fire warden.

Fire wardens

The named fire wardens identified by the Bursar will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

Bomb alerts or other non-fire emergencies

In the unlikely event of a BOMB ALERT inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. DO NOT TOUCH. If possible report anything unusual before evacuating.

CRISIS AND EMERGENCY MANAGEMENT

A Crisis Management Team (Senior Leadership Team) is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.

5. HEALTH AND SAFETY ADVICE

Health and safety advice will be obtained from the Local Authority and other professional bodies as appropriate.