



HEALTH AND SAFETY POLICY

Adopted	M. Davies September 2024
Committee	Members
Review Date	September 2025

Part One – Health and Safety Statement of General Policy

The Members of Demetae Academy recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees under the terms of the Health and Safety at Work Act 1974 (HSAW Act 1974) and all subsequent regulations, including those implementing EC Directives. It places great importance upon the health and safety of its staff, pupils and visitors.

The Members will take all steps within its power to meet this responsibility at the School, paying particular attention to the provision and maintenance of:

- A safe place to work and safe access to it, paying particular consideration to the safety of pupils, parents, contractors and any others accessing the premises including contractors and those who hire or undertake leisure activities.

- A healthy working environment which will prevent accidents and cases of work-related ill health.
- Sufficient resources, information, instruction, training and supervision to enable all employees to avoid hazards, be competent to undertake tasks and contribute positively to their own safety and health at work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Plant, equipment and systems of work that are safe.

The Members have taken note of the provisions of Section 3(1) of the HSAW Act 1974 and accept that they have a responsibility under this provision to take all steps which are reasonably practical towards maintaining the health and safety of pupils and others using their premises. The Members will take all steps reasonably practical to ensure that all third parties utilised by the School adopt a similar policy. The Members accept that they have ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Headteacher.

The Members will provide competent technical advice on safety and health matters where this is necessary to assist the Headteacher and the supervisory assistants in their tasks.

The arrangements outlined in this statement and the various safety provisions made by the Members cannot in themselves prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. Whilst every reasonable step will be taken to reduce hazards to a minimum all staff must appreciate that their own health and safety, and that of others, depends on their own individual conduct and vigilance. In this connection the Members reminds its employees of their own duties under Section 7 of the HSAW Act 1974):

- To take care for their own safety and that of other employees, by their acts and omissions.
- To cooperate with the Headteacher so as to enable them to carry out their responsibilities successfully.
- Not to interfere or misuse anything provided in the interest of health and safety.
- To obey all safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified in the School risk assessments or procedures.

The Members require all Leaders and management at all levels to display a positive attitude towards health and safety and to instil this in those for whom they are responsible. When required Leaders should issue their own Departmental Health and Safety Plan, subject to the approval of the Members, complementing this policy. In addition, the Members expects all adults to remind pupils of the need to pursue the Members objectives in this respect.

The Members are committed to ensure that the School operates in accordance with current legislation. The Members are not, however, content to conform at the minimum acceptable standards but is determined to ensure that the best possible standards are met. They look to the Headteacher and all members of staff to observe this policy.

The Members recognises the need to consult with employees on health and safety matters and they expect and encourage employees to bring to their attention, through their Leaders, any matter relating to health and safety that is a cause for concern. Health and Safety will be a standing item on the Members Employment and Compliance Committee which will consider the termly Health and Safety reports and statistics on accidents to pupils and staff. They will make any recommendations for change, that require significant work to premises or funding, that are required by these reports as appropriate.

A copy of this statement will be made available to all employees. It will be reviewed annually, or at any point where significant change is necessary, and may be supplemented in appropriate cases by further statements relating to the work of particular departments or employees. Such changes as are made will be brought to the attention of all employees. The review will pay regard to:

- a. Planning – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate the School will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery, safety, chemical safety, asbestos in the School building, water quality, and the use of radioactive material.
 - Contractors in School.
 - Vehicle movements within the School grounds.
 - Workplace arrangements, including housekeeping.
 - School trips.
 - Work experience arrangements.
 - Violence to staff.
 - School security.
 - Stress management.
 - Letting of School premises to outside bodies.
 - Pupils with special needs, i.e. manual handling.
 - Any other site-specific issue
- b. Organisation – A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to employees at every level.
 - c. Control – Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

PART TWO – ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY RESPONSIBILITY

Members have ultimate responsibility for health and safety and they will take all steps that are reasonably practical to achieve safe performance. However, for practical purposes day to day responsibility for health and safety, in accordance with the Members policies, is devolved through the Headteacher. No Member, manager or employee of the School may undertake or authorise any activity which places employees, or others, in danger, or is a breach of legal requirements with respect to health and safety.

The Members are responsible for:

- Demonstrating leadership on health and safety matters at all times both as a group and as individuals.
- Revising the health and safety performance policy at least annually, on the advice of the Headmaster and Bursar.
- Review health and safety performance by receiving reports on health and safety review and performance.
- Receiving investigation reports of serious untoward incidents/work related ill health and responding to those reports.
- Ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively.
- Ensuring that the School has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary.
- Receiving update briefings on new and changes legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.

Headteacher

The Headteacher has final and overall responsibility for Health and Safety within the School and in particular will:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.

Seek to ensure safe working conditions in those areas under his administrative purview in so far as consideration for the health, safety and welfare of staff pupils and others using the premises for educational purposes is concerned.

- Pay regard to the need to maintain and develop safe working practices in education areas, in particular in the provision and the use of machinery and other apparatus

Director of Finance and Operations

The Director has a whole School responsibility and will seek to ensure the safety of all buildings and sites, including the operation and maintenance, caretaking and cleaning services. In this capacity he will liaise with outside agencies, e.g. fire service, monitor compliance with the School policies, review

health and safety procedures and make recommendations for the improvement of health and safety standards.

The Director will:

- Take a leadership role on health and safety matters, by setting a good example and acting promptly where deficiencies are identified.
- Allocate adequate resources to implement Health and Safety Policy.
- Ensure that the Health and Safety content of meeting agendas meets the policy requirements detailed above.
- Review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the School, the work activities or legislation and guidance.
- Ensure that the employers' liability insurance is maintained and that the current certificate is displayed.
- Ensure that all School vehicles are insured for business use and for those authorised to drive them.

Estates Bursar

The Director and his health and safety role is therefore to:

- Take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- Consult with employees on health and safety matters during team meetings.

Plan the work of staff so as to avoid dangerously excessive working hours ensuring compliance with the Working Time Regulations.

- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs during annual appraisals.
- Ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks.
- Ensure employees and contractors are sufficiently supervised and monitored to the extent that this is practicable and necessary having regards to the work activities and the competence of the workforce.
- In the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- Ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained.
- Only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors are requested to provide adequate information for them to carry out their work safely and without adversely affecting others.

- Ensure risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, asbestos, legionella, manual handling etc. as and where appropriate.
- Ensure risk assessments are acted upon and results shared with employees undertaking those activities.
- Arrange for the testing and inspection of fixed electrical installations every five years to highlight remedial actions required.
- Arrange for the testing of portable electrical equipment using internal or external electricians.
- Ensure the fire extinguishers are serviced annually by a specialist contractor and ensure that the fire detection and emergency lighting systems are maintained by competent persons.
- Monitor that high standards of housekeeping are maintained, with corridors and exits remaining clear and unobstructed and kitchens/toilets in a clean condition.
- Test the fire alarm on a weekly basis and record the outcome and instigate any remedial action required.
- Ensure that staff understand the procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted. Ensure that sufficient fire marshals are appointed and trained.
- Implement fire safety measures specified in the fire safety risk assessment.
- Ensure that the no-smoking policy is strictly applied.

Ensure that the building fabric and services are maintained in good condition and effective working order and records are maintained of all of the premise's checks, testing and maintenance activities.

- Ensure that statutory inspections are completed by a competent person for all lifting equipment, pressure vessels/systems and local exhaust ventilation.
- Ensuring that the annual gas safety checks are completed on all gas appliances/systems by a competent person.
- Report to the Headteacher any health and safety concerns which they are unable to resolve.

Health and Safety Coordinator

The Health and Safety Coordinator has been allocated the specific responsibilities to:

- Review the health and safety standards and practices of the School on an ongoing basis.
- Provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, reviewing training needs raised during the annual appraisal process.
- Retain training records for all skills and health and safety training undertaken by employees of the School.
- Keep the Bursar advised of accidents and work-related ill health issues which caused or had the potential to cause serious injury or ill health, any proposed changes to the premises, activities or management structure, any new hazards not already identified within risk assessments which have

been brought to their attention, any visits or correspondence with enforcing authorities, or any difficulties or delays in implementing Health and Safety advice received.

- Investigate serious accidents, incidents and cases of ill health that are alleged to be work related and ensuring the statutory reports are made for serious accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Maintain the School's system for reporting health and safety issues and concerns.
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- Maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensuring that relevant employees are made aware of those arrangements.
- Ensure that the management practices are consistent with statutory requirements in relation to safeguarding of children.
- Ensure that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in job role or working environment.
- Report to the Headteacher any health and safety concerns which they are unable to resolve.

School Nurse

The School Nurse will coordinate arrangements for the provision of first aid equipment and trained first aiders, and check the contents of first aid kits and replenish supplies as necessary.

Line Managers

Other line managers will have responsibility for the safe operation of aspects of the School within their jurisdiction. Where necessary Heads of Department should have their own departmental health and safety plan.

All employees, contractors and visitors

All employees must take care of themselves and others affected by their work and in particular are expected to:

- Familiarise themselves with this health and safety policy as relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their line manager.

Follow the safety rules and their training for the work activity and the particular location.

- Know the emergency procedures for the location at which they are working.
- Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the School.
- Not to use defective equipment or misuse equipment.
- Wear and look after personal protective equipment, and report loss to their line manager.

- Report any safety problems, accidents or near misses, or occupational diseases to their supervisor.
- Not to work under the influence of alcohol or drugs.

Pupils

All pupils have responsibility to ensure they follow safe methods of work, follow staff instruction and not to behave in a manner that could place themselves or others at risk. It is appreciated that their age and experience will require high levels of staff supervision and guidance.

Emergencies

Urgent health and safety matters should be reported at once to the Headteacher or Health and Safety Coordinator, and the relevant Leaders, advised as soon as possible thereafter. Emergencies include any incident that could have serious consequences to health unless resolved e.g. fault on a minibus that has potential to cause an accident, working practices that are likely to result in injury to staff or pupils, or suspect packages.

REPORTING

All staff should report routine safety matters to Leaders who will then refer the matter to the Health and Safety Coordinator. Urgent Health and Safety matters should be reported immediately, by the most effective means whether by telephone or in person.

Meeting where reports on health and safety are a standing agenda item.

HEALTH AND SAFETY COMMITTEE

The school has a Health and Safety Committee which meets termly. This Committee brings together all key Health and Safety related staff, across the Preparatory School, Senior School from the Teaching and Support staff teams. The Minutes of this meeting are shared with Governors with one designated as Health and Safety lead. Minutes are passed through the Governors' Employment and Compliance Committee.

SCHOOL EMPLOYMENT AND COMPLIANCE COMMITTEE

The Employment and Compliance Committee considers health and safety as a standing item each term. It will meet at least once a term and will consider any health and safety issues raised by staff, changes in recent health and safety legislation and also the School's compliance with current legislation. In particular they will consider any changes needs to the School Health and Safety Policy and procedures, taking appropriate specialist advice as required.

The Committee will bring to the attention of the full Governing Body any health and safety matters requiring their attention and make recommendations for improvements or changes to health and safety policy and procedures.

STAFF TRAINING

As far as is practical information, instruction and training will be afforded to employees to enable them to carry out their duties in a safe manner without presenting hazards to themselves or other persons. Employees or Line managers who identify a training need should make a formal request for such training to the Headteacher.

In every case where training is required by statute or considered necessary for safety, this training will be given before an employee commences relevant work.

All supervisory and managerial staff have responsibility for instructing new employees in safe working practices and to keep records or any such instruction.

PROVISION OF RESOURCES

The Headteacher is responsible for resourcing health and safety measures to the fullest extent practical given the financial position of the School. He will take full account of any priorities set by the Employment and Compliance Committee. When in his opinion the cost of implementing health and safety measures cannot be met from annual budget allocations, he is to advise the Members and make recommendations as to funding or implementation programmes.

EXTERNAL ADVISORS

The School will make use of external advisors as required on a needs basis including:

- Engineers to monitor and service the School's plant and equipment including boilers, lifts and hoist annually.
- All gym and fitness equipment is inspected and serviced annually.
- All extract equipment including that for machine tools in Design and Technology, fume cupboards, pressure vessels and autoclaves are tested annually.
- Fire alarm and detection systems and fire extinguishers are tested annually.

PART THREE – IMPLEMENTATION OF HEALTH AND SAFETY POLICY RESPONSIBILITY OF STAFF

1. The Members expects all employees at all levels and visitors to the School to comply with the School rules in so far as the implementation of the HSAW Act 1974 is concerned. In practical terms this means that all members of staff have the duty to ensure that neither they nor any persons or children in their charge act in any way contrary to health and safety rules. In addition they are to bring to the notice of the Head of Department, Health and Safety Coordinator or Headteacher, any hazard they might encounter whilst in the School or whilst acting elsewhere on School business (e.g. field trips).

2. It is the responsibility of the Headteacher to ensure that up to date and relevant information on all Health and Safety issues is fully promulgated and copies of these updates are made available to all staff and Members.

3. Staff nominated for specific health and safety duties will receive appropriate training. More general training for all staff e.g. use of fire extinguishers may be included in the INSET programme.

4. The Members will appoint appropriate experts to carry out safety inspections and provide further specialist advice as required.

LEGISLATION

5. In addition the HSAW Act 1974) the following legislation may have relevance to the implementation of School policy:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Ionising Radiations Regulations 2017
- Control of Asbestos Regulations 2017
- Electricity at Work Regulations 1989 and subsequent orders
- Pressure Systems Safety Regulations 2000
- Control of Noise at Work Regulations 2005
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Substances Hazardous to Health (Amendment) Regulations 2004
- Confined Spaces Regulations 1997

SOURCES OF ADVICE

6. The following organisations are able to give health and safety advice:

- Health and Safety Executive
- British Safety Council
- Department for Education
- Association for Science Education
- British Association of Advisers and Lecturers in Physical Education

- CLEAPPS (School Science Services)
- Fire Protection Association
- Independent Schools Council
- Institution of Occupational Safety and Health
- Staffordshire Fire and Rescue
- National Association of Advisers and Inspectors in Design and Technology
- Royal Society for the Prevention of Accidents (RoSPA)
- Trades Unions and Professional Associations

SUPERVISION OF PRACTICAL WORK

7. Pupils involved in practical work of any kind should not be left unsupervised.
8. Where the use of machinery, chemicals, electrical and other specialist equipment is involved pupils must be supervised continuously by someone who is competent to do this and does so with Leader's prior knowledge and consent.
9. Pupils must not be left unattended in specialist rooms where they have access to chemicals, machinery or any equipment which could cause physical harm. This point must be particularly noted by staff who do not normally teach in such areas but may, in exceptional circumstances has to do so.
10. The use of protective clothing such as aprons, overalls, hair bands, safety goggles, is a legal requirement. Staff must ensure that such garments and equipment are worn properly. There must be clear signage on all equipment requiring use of protective equipment indicating what equipment is required.
11. The disposal of residues from experiments and other practical operations must be supervised and carried out in the correct manner.
12. All equipment, apparatus and chemicals must be returned to their normal storage space at the end of lessons. When not returned for further lessons in that day, they are to be secured or locked in a cabinet as appropriate.
13. All laboratories, technology rooms and preparation rooms should be kept locked when unattended.

ACCIDENT, INCIDENT, NEAR MISS AND ILL HEALTH REPORTING

14. It is our policy that all injury accidents, however, minor, are recorded within the accident book. All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused or had the potential to cause serious injury, the investigation is conducted by a member of the Senior Management Team with the assistance of the Health and Safety Coordinator.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupation advice being obtained as necessary.

The Health and Safety Coordinator is responsible for reporting and recording incidents which fall within the recording and/or reporting requirements of RIDDOR. All such incidents and any other incidents of a similar nature are also reported to our insurers.

Accident trends, learning points and the outcome of investigations are discussed by the Employment and Compliance Committee.

ASBESTOS

15. The School has undertaken an asbestos survey of all its buildings. Asbestos Containing Materials (ACM) and potential ACMs are recorded in the Asbestos Register and managed in accordance with their potential to release asbestos fibres if disturbed. Prior to any maintenance or refurbishment likely to disturb ACMs a Refurbishment/Demolition Asbestos Survey will be carried out.

CHILDREN AND YOUNG PEOPLE AT WORK

16. Where young people are involved in work experience/are employed we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

CONTROL OF CONTRACTORS

17. We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also hold similar responsibilities and it is therefore our policy to work together with our carefully selected component contractors to ensure that our workplace remains safe and without risk to health.

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work.

Where the scale of works is such that are covered by the Construction (Design and Management) Regulations (CDM) 2015, a sufficiently qualified Principal Designer will be appointed.

DISABLED PERSONS INCLUDING TEMPORARILY DISABLED

18. Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescale involved.

When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached, or if the fit note indicates that they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them.

DISPLAY SCREEN EQUIPMENT

19. Suitable furniture is provided for our office staff, including adjustable chairs at computer workstations.

Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare reflections and extremes of light and shade do not cause discomfort.

Window blinds are also provided to assist in the control of these hazards.

All users are able to take regular breaks away from screen work.

Workstation assessment questionnaires are undertaken by those regularly sat in front of a computer screen for an hour or more continuously per day.

Staff use mobile devices including laptops, tablets and smart phones etc. whilst moving around the School.

They are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation.

DRIVING

20. None of our employees are expected to drive regularly on School business (this section does not apply to minibus drivers). Where such driving on business does take place, it is usually local travel, undertaken by caretakers, or attendance at meeting or courses by staff, and staff driving their own vehicles on School business must have suitable business insurance in place.

Employees are required to inform the Headteacher if they are suffering from any health condition or taking any medication which could affect their ability to drive safely in advance of any journey.

Our expectation for driver behaviour includes:

- An expectation that they will adhere to road traffic laws.
- Normal limits for working hours when the day involved driving.
- The need to take a rest break of 15 minutes every 2 hours of driving and when tired.
- Not driving under the influence of alcohol or drugs (including prescription drugs)
- Not using a hand-held phone when driving
- Only using hands free phones for brief essential conversations in slow moving traffic or when stopped at the side of the road.

Vehicle accidents are recorded and investigated in the same way as other related incidents, and improvements made to our policy to avoid a recurrence.

ELECTRICITY

21. General precautions

The principal hazards associated with the use of electricity are electric shock and fire. Individuals have the responsibility of ensuring that all electrical connections are soundly made. All portable items should be treated carefully and any signs of loose parts or frayed flex reported. If in doubt over the safety of an item do not use it.

Fixed installations and wiring

In accordance with the Electricity at Work Act Regulations 1989 the Headteacher is to arrange for a qualified contractor to inspect all fixed installations wiring and initiate a programme of electrical upgrade to ensure the electrical systems are, at all times, of such construction as to prevent danger.

ESAFETY, MOBILE DEVICE AND ICT ACCEPTABLE USE POLICY

22. Covered in a separate policy

EXTERNAL VISITS AND OFF-SITE ACTIVITIES

23. Covered in a separate policy

FIRE AND OTHER EMERGENCIES

24. Covered in a separate policy

FIRST AID

25. Covered in a separate policy

FOOD SAFETY

26. Catering services are subject to a separate safety plan that includes specific risk assessment and in addition the School is subject to periodic hygiene inspections of the kitchen areas and dining rooms by the environmental health inspection team of Newcastle Borough Council who after inspection submit hygiene reports.

The kitchen managers are responsible on a daily basis for checking and recording the temperatures of freezers and fridges and for regularly probing food stored in hot cupboards to ensure correct temperatures are maintained.

Any equipment faults are to be reported to the Headteacher as soon as possible. The kitchen managers are also responsible for ensuring that all staff who assist in the preparation of food have received the necessary food hygiene training and training in Hazard Analysis Critical Control Points.

GLAZING

27. All new glazing and glazing repairs are carried out in accordance with Building Regulations.

The intent is that in the event of breakage or damage any glazing materials either break and break safely, or do not break at all.

HAZARDOUS AND DANGEROUS SUBSTANCES

28. Heads of Departments are to ensure that stocks of toxic and harmful material and chemicals are kept to minimum. They should ensure that an inventory of all hazardous materials together with the relevant COSHH risk assessment. In addition they are to ensure the following:

- All toxic materials/chemicals are securely stored and that are properly labelled so that they are clearly identifiable.
- There are clear instructions identifying the necessary precautions required when handling materials/chemicals and that all staff and pupils handling them are competent to do so.
- Emergency procedures are laid down for handling spillage or escape of the material/chemical.
- Procedures for disposal of the material/chemicals are correct.

General waste and soiled materials are cleaned by cleaning staff at the end of each working day and stored in large external waste bins. Toxic and flammable materials must not be disposed of down the drains and broken glass should be disposed of in special 'sharps' bins provided.

LEGIONELLOSIS

29. Covered in a separate policy

LIFTING EQUIPMENT AND LIFTING OPERATIONS

30. Lifting equipment is only used by persons that have had suitable training and sufficient information and training on their operation and use, and any precautions or safeguards required. Operators must also be formally authorised to use the equipment.

LOCKDOWN

31. Covered in a separate policy.

LONE WORKING

32. The HSE defines lone workers as 'those who work by themselves without close or direct supervision'. In the School there will be rare occasions when worked may from time to time find themselves working in remoter parts of the School estate or alone in parts of the estate before or after normal working hours. Whilst the School site is not necessarily a high-risk site, staff are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

MANUAL HANDLING

33. Where possible staff should avoid manual handling of items. However, when it is necessary to move items, staff should have due regard to weight and size of items and consider the safest method that can be used to move items including making use of sack truck or other similar aid or splitting it into smaller or lighter packages. When lifting an item, a stable position and a good posture should be adopted, avoiding undue flexing of the back. Particular care needs to be taken if carrying items on stairs or uneven floors.

MEDICINES

34. Covered in a separate policy

NEW AND EXPECTANT MOTHERS AT WORK 38. In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work, taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office or classroom teaching than a risk assessment is under taken by the Health and Safety Coordinator with specialist external advice if required.

NOISE

35. The School's activities are not considered to produce a level of noise above 80dB(A) when averaged across a day or for work which involves day to day variation, over a week.

PERFORMANCE MONITORING AND AUDIT

36. Proactive measurement of our performance against health and safety standards will be undertaken through the formal review of performance against health and safety policy, staff appraisals, monitoring of progress by the Employment and Compliance Committee, and regular monitoring of the workplace and work activities.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)

37. The School provides safety equipment (safety footwear, goggles, overalls and other protective clothing and equipment) for staff who undertake particularly hazardous or dirty tasks. These must be worn when required for a particular operation.

The School, recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being work correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the

individual using it, is comparable with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. PPE is provided for pupils (where relevant) and it is the responsibility of teaching staff to ensure that pupils are wearing appropriate PPE for the task.

PPE is checked periodically throughout the year.

SAFER RECRUITMENT

38. Covered in a separate policy

SLIPS, TRIPS AND FALLS

39. We continually review our premises for slip, trip and fall hazards, and take action to resolve the issues we identify. The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone encourages to deal with hazards when noticed. Staff are reminded of the importance of storing equipment in designated locations, and in particular keeping walkways free from obstruction and trailing cables.

The School encourages staff to report hazards, seeking assistance with any which they cannot personally resolve.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled with all hard flooring cleaned at least once per week.

If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staff are encouraged to wear sensible footwear.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

SMOKING, DRUGS AND ALCOHOL

40. The School operates a total no smoking policy throughout it's entire site. This includes the use of e-cigarettes and vaping equipment. Any use or possession of controlled drugs within the School will be treated as a serious disciplinary offence. Any impairment of ability through drink or drugs will also be dealt with under the School's Capability and Disciplinary Procedures.

SPECIAL NEEDS AND ENGLISH AS AN ADDITIONAL LANGUAGE

41. Covered in a separate policy

VIOLENT CONDUCT

42. The Members are greatly concerned for the security of staff and pupils and are aware that petty thieves and other criminals often target schools. Personal belongings should be secured and any money handled should be, as soon as practical, be secured in the safes throughout the School.

All staff cars are issued with a vehicle pass. All staff are provided with a staff identity badge and where possible external doors have been fitted with digital security code locks. Visitors are provided with visitor passes and staff should check the identity of any person they see without a badge and whom they do not recognise.

If assistance is required the caretakers and site maintenance staff should be contacted directly or via the School Offices. Confrontation should be avoided unless absolutely necessary. If any member of staff suffers violence or threat of violence from a visitor/intruder/member of the public the matter should be reported to the Headteacher soon as possible. This initial report can be oral and followed up by a written report, if required. The Members will take the strongest possible action against any individual offering violence to staff.

VISITORS

43. Visitors to our premises include pupils, parents, old pupils, couriers, sales persons, contractors, members of the public (including children), friends, family, members of the emergency services and regulatory staff.

Visitors are asked to sign in and out of our building and will be under the supervision of one of our members of staff or will be provided with information via signage that will assist them in remaining safe during their visit.

Visitors attending the site during School hours will be issued with a security badge to wear for the duration of their stay.

Contractors undertaking work within the premises will be subject to our contractor control arrangements.

WELFARE

44. We have evaluated the welfare facilities required for our business to comply with Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Staff are able to rest and eat food at their desks or in the staff room.

WORK AT HEIGHT

45. Whilst the School aims to avoid work at height it has identified examples of situations where our staff may be at risk of falling from a height such as changing lightbulbs or adjusting stage lighting, raising or lowering the flag, accessing high shelving or attics, cleaning tall displays and installing equipment.

Where work at height is required, we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out in the Work at Height Regulations.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.

Activities which we have identified as acceptable for work from ladders or step ladders include those examples identified above. Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made, most likely using tower scaffolding or the use of cherry pickers by RTITB or IPAF qualified operators.

All ladders and stepladders used by our employees are inspected pre-use by the employee. Our employees are instructed in the principles of safe use of the access equipment provided, and ladders and step ladders are only available to the Estates staff. Window cleaning contractors are engaged to work at height.

WORK EQUIPMENT

46. When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by trained in house testers. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspection that all staff are instructed to carry out.

The responsibility for ensuring the PAT programme is completed rests with the Headteacher.

The principles of the programme are as follows:

- A database of all portable appliances owned by the School is to be maintained. The appliances are to be categorised into those that require testing on a periodic basis.
- Nominated technicians in the Science and D&T Departments are to check equipment within their own subject area. Training for technicians is to be arranged by the Headteacher.
- Where a member of staff wishes to use a private appliance within the School, it is first tested by one of the nominated technicians or the School electrician. A record of the appliance and the date of the test are held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing the Month/Year of the current and next test.

The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

Defects are reported to line managers who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

GENERAL PRECAUTIONS

47. The following precautions, if followed, would avoid most accidents

- Drive about the School and immediate area carefully, obeying speed restrictions and road markings. Expect children to do the unexpected.
- Lift heavy article carefully, stack packages safely, leave walkways clear and use steps to reach high objects.
- Wear practical footwear, use protective clothing and goggles and make sure guards are on machines when in use.
- Do not interfere with gas, electrical, heating or water fittings and do not enter a plant room unless authorised to do so.
- Report worn floor covering or stairs.
- Ask for advice from experienced people before starting a new procedure.
- Obey all safety notices, signs and instructions.

PART FOUR – HEALTH AND SAFETY RISK ASSESSMENT

Risk is inherent in all activities and it cannot be eliminated. Neither can all risks be readily identified. The key issue is to decide whether the risk is significant and whether it is covered by satisfactory precautions so that the risk is minimised. To ensure that this process is carried out in a logical and

comprehensive manner it is necessary to carry out a risk assessment. It should be noted that generic risk assessments can be used as a guide for commonly repeated activities. A risk assessment is nothing more than a careful examination of an activity with the aim of identifying risks to health and safety and recording the steps that need to be taken to minimise them. Assessments of this nature have long been the practice within the teaching profession but it is a requirement that the results of such assessments are recorded in a formal manner. The five steps of risk assessment:

The five steps of risk assessment:

- I. Identify the hazard. Initial walk around the area noting the significant hazards. Consider also risks that may arise from subsequent activities. Discussion with other users of the area under review to draw upon experience and views. Discussion with caretaking and support staff as appropriate. This process should yield all the significant hazards.
- II. Assess the risk. Identify those who are at risk from significant hazards. Consider age awareness, supervision and the level of training.
- III. Evaluate measures of control. This is the key part of the assessment. Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. The law normally requires that persons do what is practicable to keep the workplace safe. You are not expected to eliminate risk entirely.

Try to categorise risk as HIGH, MEDIUM or LOW and seek to move as many hazards as you can into the LOW category. Record how you deal with significant hazards.

If you consider that all reasonable steps have been taken to deal with the hazard then you can do no more. If, however, you consider that more could be done to move the hazard to a MEDIUM or LOW category, list the actions you will take to achieve the change.

Reducing risk may often revolve around better CONTROL and/or PLANNING. Some points to consider are:

- Is there a less risky option?
- Can access to the hazard be limited or reorganised?
- Is additional supervision required?
- Is additional briefing/training required?
- Is protective clothing or equipment required?

Having listed the actions to be taken, ensure they are carried out. Where additional resources are required, ensure the matter is brought to the attention of your Head of Department.

IV. Record the finding

- V. Monitor and review

The risk assessment must be reviewed:

- Periodically (typically annually as a minimum)

- Following any changes that may impact upon the validity of the risk assessment (e.g. changes in legislation, change of equipment/machinery, change in the way in which activities are undertaken, change in environment/location etc.
- Following an accident, incident, near miss and/or incidence of occupational disease.

POLICY ON RISK ASSESSMENTS

It is not the intention that risk assessments should be carried out for each and every activity in the School. Many activities by their very nature carry no significant risks and their management in terms of health and safety, required staff to exercise no more than sound common sense and reasonable standards of care of those under/in their charge. No document can draw up a specific list of activities that are or are not to be the subject of a risk assessment, and staff should exercise their professional judgement to ensure that safety of pupils in their care

A risk assessment is to be carried out in the following circumstances:

- Where the requirement is stated in specialist instructions applicable in higher risk areas.
- Prior to the start of any new activity in a higher risk area.
- Prior to a new or modified building being taken into use for the first time.
- Prior to the start of any new construction or maintenance work.
- Prior to any event where parents or members of the public will be present.
- When the event is of a repeat nature e.g. prospective parents' afternoon, the extent risk assessment is to be reviewed as part of the planning process.
- Prior to the start of a new activity or an existing activity taking place in a different area of the School or outside venue.
- When so directed by the Health and Safety Coordinator or Headteacher.

Date approved: September 2024

Approved by: M Davies

Date to be reviewed: September 2025