

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **HEALTH & SAFETY POLICY**

<b>Date of last review:</b>	<b>Summer Term 2017</b>
<b>Date of next review:</b>	<b>Summer Term 2020</b>
<b>Adopted by Governors:</b>	<b>21<sup>st</sup> June 2017</b>

# HEALTH AND SAFETY POLICY

## Bishop's Hatfield Girls' School

### PART 1 STATEMENT OF INTENT

The Governing Body of Bishop's Hatfield Girls' School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff [a reference copy is kept on the Google drive].

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Bishop's Hatfield Girls' School has subscribed to the service and support provided by the 'Education and Safety Team' at HCC.

This policy statement supplements Hertfordshire County Council's (HCC) Health and Safety Policy.

[Signature]

[Signature]

[Mrs S E Jones], **Chair of Governors**

[Ms T Nickson], **Headteacher**

[Date]

[Date]

## **PART 2        ORGANISATION**

As the employer, the Governing Body has overall responsibility for Health and Safety.

**At school level duties and responsibilities have been assigned to staff and governors as laid out below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's Health and Safety Governor is Dr Osama Aswania.

The Governing Body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with via HCC's Education Health and Safety Team, Tel: 01992 556478.

### **Responsibilities of the Headteacher:**

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Headteacher, Ms Theo Nickson.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable

condition

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

### **Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility**

(E.g. Deputy Head, Assistant Head, Business Manager, Facilities Manager, Heads of Faculty, etc.)

- Apply the school's health and safety policy to their own department or area of work
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head or individual with delegated authority of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- Ensure all up to date paperwork is copied to the Business Manager (currently Mrs Debbie Daniel) for the school's central Health and Safety file.

### **Responsibilities of employees**

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to -

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not to interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3        ARRANGEMENTS**

Detailed information on the LA's expectations are provided in the [Education Health and Safety Manual](#).

- Appendix 1        -        Risk Assessments
- Appendix 2        -        Offsite visits
- Appendix 3        -        Health and Safety Monitoring and Inspections
- Appendix 4        -        Fire Evacuation and other Emergency Arrangements
- Appendix 5        -        Fire Prevention, Testing of Equipment
- Appendix 6        -        First Aid and Medication
- Appendix 7        -        Accident Reporting Procedures
- Appendix 8        -        Health and Safety Information and Training
- Appendix 9        -        Personal Safety and Lone Working
- Appendix 10       -        Premises Work Equipment
- Appendix 11       -        Flammable and Hazardous Substances
- Appendix 12       -        Lifting and Handling
- Appendix 13       -        Contractors
- Appendix 14       -        Work at Height
- Appendix 15       -        Display Screen Equipment
- Appendix 16       -        Vehicles
- Appendix 17       -        Lettings
- Appendix 18       -        Minibuses
- Appendix 19       -        Stress
- Appendix 20       -        Legionella
- Appendix 21       -        Work Experience

## **APPENDIX 1 – RISK ASSESSMENTS**

### **General Risk Assessments**

The school risk assessments will be co-ordinated by the Facilities Manager, currently Mrs Anna Jones, following guidance contained in the Education Health and Safety Manual and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Headteacher.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

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

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

BHGS has a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

In addition the following publications are used within the school as sources of model risk assessments:

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> Edition ASE
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## **APPENDIX 2 – OFFSITE VISITS**

Full risk assessments must be undertaken for all offsite trips and visits. The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (allocated member of the SLT) who will check the documentation and planning of the trip and if acceptable, initially approve the visit before referring to the Headteacher.

It is the responsibility of the Head of Faculty to ensure new members of their team understand the risk assessment requirements for trips and visits.

## **APPENDIX 3 - HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted termly by the Business Manager and Facilities Manager and the findings reported to the Headteacher. Monitoring inspections of individual departments will be carried out by Heads of Faculty and Heads of Department on a termly basis and copied to the Business Manager.

A named governor (currently Dr Osama Aswania) will undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Education Health and Safety Manual.

## APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the Education Health and Safety Manual. The school's fire risk assessment was undertaken at the time of the move to the new building. In view of the substantial changes to procedures, the implementation of this will be overseen by the Business Manager and the Governor responsible for Health and Safety.

### Fire Instructions

These documents are made available to all staff and included in the establishment's induction process (Staff Handbook).

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

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

Evacuation procedures are also made available to all contractors / visitors.

These procedures will be reviewed at least annually by the Headteacher.

Emergency contact and key holder details are maintained by Headteacher.

### Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book.

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using a fire blanket or portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points.** Gas – [insert] and on field; Electricity – [insert]; Water – main stopcock located [insert].
- **Details of chemicals and flammable substances on site.** An overall inventory of these will be kept and updated regularly by the Facilities Manager.

## **APPENDIX 5 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly by the Site Team and a record of the test submitted to Interserve FM. Normally regular testing of fire alarms will occur on a Friday afternoon.

Any defects on the system will be reported immediately to Interserve FM [insert tel number] via a member of the Site Team.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Weekly, a member of the Site Team checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Business Manager.

### **EMERGENCY LIGHTING SYSTEMS**

Any system that may exist within the school environment will be checked for operation by the Site Team and the outcome of such checks reported to Interserve FM.

### **MEANS OF ESCAPE**

The Site Team will carry out daily checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use. The Facilities Manager will undertake spot checks each half term to ensure fire routes remain clear.

## APPENDIX 6 – FIRST AID AND MEDICATION

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

**Medical Room off the Reception Office**

**Science prep room**

**Health office**

**Food Room**

**Graphics room**

Heads of Faculty and First Aiders are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave. All trained First Aiders will be listed in the Staff Handbook.

Colleagues will check that any school vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance).

Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document ***"Managing Medicines in Schools and Early Years Settings"***

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / carer and with the consent of the Headteacher. Records of administration will be kept by staff on duty in the Reception Office.

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

All medications kept in school will be clearly labelled and securely stored in the Medical Room with access strictly controlled. Where children need to have access to emergency medication this will be through the Reception Office First Aiders.

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

### **Health Care Plans**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, asthma, epilepsy, etc.

These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENDCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **APPENDIX 7 - ACCIDENT REPORTING PROCEDURES**

Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant Health and Safety forms.

Copies of these forms are available electronically on the Google Drive.

- A local accident book in the Reception Office is used to record all minor incidents to pupils, any more significant incidents must also be reported to the Admin Manager for further action
- School accident reports will be monitored for trends by the Admin Manager
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported to the Facilities Manager and attended to as soon as possible.

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

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

**Any incident notified to the HSE must also be reported to the Education Health and Safety Team.**

## **APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING**

### **Consultation**

The Health and Safety Committee meets each term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### **Communication of Information**

Detailed information on how to comply with HCC's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the Staff room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice and the school subscribes to this service.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the Headteacher.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc)
- refresher training where required.

Training records are held by the Deputy Headteacher who is responsible for co-ordinating health and safety training needs according to identified priorities.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 9 – PERSONAL SAFETY AND LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

### Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk (Refer to Guidance on Personal Safety in the Health and Safety Manual)
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so
- Report any incidents or situations where they may have felt "uncomfortable".

## **APPENDIX 10 - PREMISES AND WORK EQUIPMENT**

### **Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified. Records of such monitoring will be kept by the Facilities Manager and copies given to the Business Manager.

The Facilities Manager is responsible for liaising with Interserve FM to ensure all statutory inspections are undertaken and documented. It will be the contractor's responsibility to ensure that any training or instruction needs for their team are met, personal protective equipment requirements are identified and relevant risk assessments conducted.

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

### **Curriculum areas**

Heads of Faculty and Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. Defective equipment will be reported to the Facilities Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). This inspection and testing will be conducted by a specialist contractor. Between such PAT tests, the Site Team are responsible for termly visual inspection of appliances and any concerns should be raised to the Facilities Manager.

The Facilities Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing when it falls due.

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

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

## **APPENDIX 11 - FLAMMABLE AND HAZARDOUS SUBSTANCES**

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

Within curriculum areas Heads of Faculty and Subject Leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Facilities Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- material safety data sheets are obtained from the relevant supplier for all such materials
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

### **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 in Managing Ionising radiatons and Radioactive sources.

- The school's Radiation Protection Officer is Subject Leader for KS4 Science, currently Mr James Short;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The school's Radiation Protection Officer is responsible for ensuring all records pertaining to radioactive sources are maintained.

## **APPENDIX 12 - LIFTING AND HANDLING**

Generic risk assessments for regular manual handling operations are undertaken by the Facilities Manager and all site staff are provided with information on safe moving and handling techniques.

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Facilities Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

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

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

Equipment for moving and handling people in the Hygiene Room is subject to inspection on a 6 monthly basis by Interserve FM.

## **APPENDIX 13 - CONTRACTORS**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the School Reception where they will be asked to sign in using the Inventory online system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions, as necessary.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **School managed projects**

Where the school undertakes projects, these are managed by the Business Manager who will ensure all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school will use suitably registered contractors.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

## **APPENDIX 14 - WORK AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height by the Site Manager.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables or other furniture.

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

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site team, drama, ICT technician etc.

The establishment's nominated person(s) responsible for work at height is the Facilities Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised
- the use of access equipment is restricted to authorised users
- all those involved in work at height are trained and competent to do so
- the risks from working at height are assessed and appropriate equipment selected
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- any risks from fragile surfaces is properly controlled.

## **APPENDIX 15 - DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, finance staff etc may have a DSE assessment carried out by the Business Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician.

Advice on the use of DSE is available in the Education Health and Safety Manual.

## **APPENDIX 16 - VEHICLES ON SITE**

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

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

The vehicle access gate must not normally be used for pedestrian access.

Once the building works are complete there will be a drive through drop off zone available to parents in the mornings. Parking in this area will be strictly prohibited during school operation.

## **APPENDIX 17 - LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the Lettings Co-ordinator, currently Mrs Emma Welsh.

## **APPENDIX 18 - MINIBUSES**

Although the school does not run its own minibus, it does have access to minibuses from the local Consortium schools (mostly Sir Frederic Osborn).

All minibus drivers are responsible for the undertaking of visual checks on and the operation of minibuses before their planned journey. All journeys to be logged (log book held in the minibus) and any defects reported to the minibus's home school office.

Faculties are required to make their own arrangements regarding the booking of minibuses.

## **APPENDIX 19 - STRESS / WELLBEING**

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment (ref school's Health and Attendance and Stress and Well-being Policies)

## **APPENDIX 20 - LEGIONELLA**

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed by Interserve FM who are responsible for the organisation of ongoing checks. Where the Site Team is required to undertake this activity, Interserve FM will provide them with the details of the tasks and dates and following completion the Site Team will update the records held with the IFM helpdesk.

Operational checks to be undertaken by the Site Team under the advice of Interserve FM include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- conducting necessary water temperature checks (monthly)
- disinfecting /descaling showers, or other areas where water droplets are formed (quarterly)
- water tanks being inspected for compliance and safety on an annual basis.

## **APPENDIX 21 – WORK EXPERIENCE**

A designated member of school staff is responsible for managing and co-ordinating work related learning within the school, currently Mrs Vicky Langston.

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

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- All placements (including private placements) are subject to pre-placement checks, an appropriate third party will be used for assessing the suitability of all placements, eg. The Chamber of Commerce. No work experience placement will go ahead if deemed unsuitable
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer
- Arrangements will be in place to visit or telephone placements in order to monitor pupils during the placement
- Emergency contact arrangements will be established prior to the event (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- All incidents involving pupils on work placement activities will be reported to the placement organiser.