

POLICY DOCUMENT

HEALTH AND SAFETY POLICY



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Hipperholme Grammar School Foundation (the School) will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the School.

The School is committed to achieving compliance with the Health and Safety at Work Act 1974 (HASWA) and associated regulations. The School will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties, from its work activities and any control measures;
- provide and maintain equipment and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, pupils and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including pupils) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that the School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;

- develop and maintain a positive and proactive health and safety culture;
- ensure the management team affords health and safety matters equal priority to other management functions;
- provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- ensure the cooperation of all staff in the operation of this policy;
- ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters in line with regulations in force at the time and published by the HSE (<https://www.hse.gov.uk/pubns/indg232.htm>);
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the school.

The School is committed to continuous improvement in health and safety performance. Progress with this plan will be monitored regularly by the Head of Foundation, Senior Leadership Team (SLT) and the Governing Body. The Governing Body will take the ultimate responsibility for the implementation of this policy.

This policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness. All contractors and consultants working for the School are required to comply with this Policy. The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this policy annually. The School will ensure that this policy is effectively communicated to all staff. Failure on the part of any School employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action.

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Section 1 - Organisation for Health and Safety

1. Employer responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, pupils, visitors and sub-contractors who may be in our workplace or using equipment provided by the School. Consideration must also be given to our neighbours and the general public.

The School will ensure they:

- assess all risks to worker's health and safety and bring the significant findings to the attention of employees;
- provide safe equipment that is suitably maintained;
- provide a safe place of work with adequate facilities and safe access and egress;
- provide adequate training and information to all employees regardless of their position within the school;
- have provisions in place to guarantee that articles and substances are handled and stored in a proper manner;
- provide health surveillance to employees where it is deemed necessary;
- appoint competent persons to help comply with health and safety law.

The Management of Health and Safety at Work Regulations 1999 requires the employer to have suitable arrangements in place to cover health and safety risks.

This Health and Safety Policy includes a management structure and arrangements developed for the School to ensure compliance with the law.

2. Board of Governors

The Board of Governors has the responsibility for ensuring that reasonable measures are put in place to ensure the health, safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- ensure there is a health and safety policy and appropriate procedures for managing health and safety related issues;
- provide oversight and scrutiny on health and safety matters and any decisions reflect its health and safety intentions;
- ensure that there are appropriate means and resources to properly discharge their health and safety obligations;
- ensure an effective management structure for the implementation of health and safety;
- receive and action regular and routine health and safety reports from the Business Manager to enable it to monitor and evaluate the effectiveness of the health and safety management systems;
- review performance and plans for health and safety, at least annually;
- ensure a health and safety action plan is created and monitored for progress against agreed targets;

- promote the active participation of employees in improving health and safety performance;
- ensure a risk management programme is developed and implemented across the School;
- ensure senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in place;
- ensure a system of communication and consultation with employees is established via the Finance & Premises Working Party (which includes Health & Safety) and matters raised are considered for action;
- ensure monitoring systems are in place to monitor the effectiveness of the School's risk control;
- review health and safety policies and procedures in light of the results of internal and external audits;
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance;
- ensure that the school has access to competent health and safety advice.

3. Head of Foundation

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head of Foundation, who will:

- ensure the effective implementation of the health and safety policy;
- demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example;
- ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School;
- ensure all school business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning;
- ensure that school staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions;
- ensure that this policy is brought to the attention of all staff;
- ensure that school health & safety policies or procedures are reviewed annually, or when significant changes occur, and that these are brought to the attention of all employees (including revisions);
- ensuring that health and safety is adequately resourced with both time and finances;
- ensure that the job descriptions contain specific areas of responsibility for health and safety management;
- ensure suitable persons are nominated to undertake key health and safety functions;
- ensuring that within the School, adequate provision is made for consultation with employees;
- bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from Safety2Business.

4. Senior Leadership Team (SLT)

The Senior Leadership Team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. The SLT will:

- actively lead the implementation of the Health and Safety Policy;
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures taking account of any general advice on safety matters given by;
- ensure risk assessments are reviewed regularly;
- check and document that the working environment is safe;
- ensure equipment, products and materials are used safely;
- ensure that health and safety procedures are effective and complied with and that any necessary remedial action is taken;
- inform, instruct, train and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- inform pupils, staff and visitors of the health and safety procedures in place;
- ensure the reporting of all accidents, incidents and near miss events on the relevant accident form and undertake an investigation into the cause when necessary and take appropriate remedial action to prevent recurrence;
- ensure issues raised concerning safety are thoroughly investigated and, when necessary, further effective controls implemented;
- ensure equipment is maintained in a safe condition and statutory checks are planned, completed and recorded;
- ensure that personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use;
- ensure hazardous substances are stored, transported, handled and used in a safe manner according to manufacturer's instructions and established procedures;
- ensure all relevant safety documents are maintained and made available.

5. Business Manager

The Business Manager will:

- ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, pupils and visitors to the premises;
- ensure contractors are briefed on site safety before any work takes place;
- make contractors aware of the school health and safety policy, fire and emergency procedures;
- ensure relevant statutory signs and notices are provided and displayed in prominent positions;
- ensure procedures are in place for site security along with details for contacting emergency services;
- ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced;
- ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities;
- ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste;

- ensure safe access and egress is provided and maintained at all times throughout the site;
- ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the school;
- ensure that contractors engaged are reputable, have appropriate accreditations and are made aware of relevant health and safety rules and procedures;
- complete the health and safety induction checklist for all new employees at the commencement of their employment;
- instruct the caretakers in the implementation of appropriate health and safety checks and measures including fire alarm and extinguishers checks, and emergency lighting checks.

6. Departmental Heads and Curriculum/Subject Leaders

These managers, particularly in the higher risk sections, are responsible for implementing the health and safety policy within the department and its activities. In particular, they are responsible for ensuring:

- activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- arrangements are in place for monitoring the implementation of the health and safety policy in their area of responsibility;
- ensuring that appropriate inspections of the workplace and equipment are carried out in conjunction with the Business Manager;
- new staff receive a departmental induction covering policies and departmental procedures;
- resolve health, safety and welfare problems referred to them by members of their staff or referring to a member of SLT any problems they are unable to resolve within the resources available to them;
- risk assessments are carried out when necessary, and on a regular basis within the overall programme for the School, on the activities and equipment for which they are responsible;
- hazardous substances are stored, transported within school and used in a safe manner according to manufacturer's instructions and established rules and procedures;
- classroom checklists are completed on a regular basis for all their departmental rooms;
- relevant health and safety information is communicated to all staff within their department;
- first aid procedures are complied with;
- all accidents/incidents occurring in their area of control are reported and an accident report form is completed.

7. Teachers

In addition to the general responsibilities of an employee, a teacher is expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate manager;

- exercise effective supervision of pupils and where appropriate ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area; including existing risk assessments;
- give clear instructions and warnings to pupils as often as necessary;
- ensure that the School's Behaviour, Rewards and Sanctions Policy is followed in all activities;
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to pupils;
- set a good example and follow safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- ensure that volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this health and safety policy, and other policies, procedures and guidance documents;
- build safety education into curriculum planning;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

NB. Support Assistants in charge of groups are responsible for the safety of pupils and for carrying out the duties noted above, even when under remote direction from a teacher.

8. All employees

All employees are expected to:

- take due care of their own health and safety and that of other persons working with them;
- take due care of pupils' safety, taking account of the pupils' ability to manage risk and guard against common dangers;
- cooperate with the governing body so far as is necessary to enable it to meet its responsibilities for health and safety;
- use work equipment provided correctly in accordance with manufacturers instructions and training;
- report promptly, in the first instance to their line manager or member of SLT any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness;
- report any damage to the site or any fixtures, fittings or equipment;
- raise any concerns or problems which may have health and safety implications with their line manager or, if unavailable, the Head of Foundation or Business Manager;
- comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the School;
- cooperate fully on all matters pertaining to their health and safety at work;
- not interfere with, or misuse any equipment, safety devices etc. that have been provided in the interest of their health and safety at work;
- wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work;

- observe safety rules, complying with codes of practice, the School's and departmental health and safety policies and guidance, and adhering to safe working procedures at all times;
- acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency;
- attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.

9. Pupils

All pupils are expected to behave in a manner that reflects the school's Behaviour, Rewards and Sanctions Policy and in particular are expected to:

- take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school;
- cooperate with all staff and follow all health and safety instructions given;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- report to a member of staff any health and safety concerns that they may have.

10. Lettings

The School has a lettings agreement which covers key aspects of health and safety.

Persons/organisations letting the site must agree to:

- cooperate with the school on health and safety matters;
- agree to the terms of the lettings agreement in relation to health and safety arrangements.

The School will ensure that:

- premises are in a safe condition for the purpose of use;
- health and safety arrangements are detailed in the lettings agreement and that these are fully communicated;
- adequate means of emergency evacuation are in place and communicated.

Section 2 - Auditing, monitoring and review

Measurement is crucial in maintaining and improving our health and safety performance to identify how effective we are at controlling risks and developing a positive health and safety culture. We ensure that monitoring by the school adds value and isn't just a tick-box exercise. Good quality monitoring should not just identify problems but should help us understand what caused them and what sort of changes are needed to address them.

There are two types of performance monitoring, active and reactive.

1.Active monitoring

Monitoring is a key responsibility and relevant managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives and helping to develop a health and safety culture. Managers are expected to monitor against relevant health and safety standards.

This approach to proactive monitoring gives the School feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to SLT who must in turn seek assurance that first line monitoring is taking place.

Active monitoring tends to be preventive in nature, examples include routine inspections of premises and equipment by staff; health surveillance to prevent harm to health.

The degree of active monitoring should be proportionate and we will consider the risk profile, monitor key risks and precautions more often and in more detail and remember that the frequency of some monitoring or inspections is determined by law.

The School will carry out regular inspections of the school premises. The results of this inspection will be documented and any actions required assigned responsibility and completion dates. The Business Manager is responsible for ensuring the inspection takes place.

2.Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provides an opportunity to learn from mistakes, check performance and as a result improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

Section 3 - Arrangements for Health and Safety

1. Access and egress

The School is committed to providing a safe place of work. To achieve this the School will ensure as far as is reasonably possible that:

- articles or substances do not impede safe access and egress to the premises and that objects that may restrict safe movement within the premises are removed immediately;
- safe systems of work are implemented in all areas where there is significant risk to access and egress;
- employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken;
- all contractors will be closely monitored to ensure that they do not hinder safe access/egress of staff, pupils and visitors.

To ensure that safe access and egress is maintained in all areas the Business Manager will ensure that regular monitoring is undertaken.

2. Accident reporting procedures

Please refer to the [First Aid Policy](#) for the School's procedure on accident reporting. The procedure remains the same for accidents and near misses.

3. RIDDOR and employees

The school will report accidents or incidents to RIDDOR as necessary. For information about RIDDOR please go to the HSE website: <https://www.hse.gov.uk/pubns/edis1.htm>

4. Records management

All accident forms will be kept for a minimum period of 3 years for adults and 3 years past their 18th birthday for children. All accidents that occur on the school premises or while undertaking work on behalf of the school must be reported to the Business Manager and the relevant paperwork completed.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident. Relevant risk assessments, method statements or safe operating instructions may require revision following a near miss incident.

5. Asbestos

The School is responsible for ensuring that a copy of the Asbestos Management Plan and Survey are kept within the school. The Head of Foundation is the responsible person for the Asbestos Survey and Asbestos Management Plan and its upkeep. The Asbestos Management Plan and Survey are kept up to date and held by the Business Manager and contractors must read and understand it BEFORE starting work in an area that is known to have Asbestos containing material.

Staff should be instructed not to drill holes or fix things to walls without obtaining approval from the Business Manager.

For more information see the Asbestos Management Plan.

6. Consultation with employees

We acknowledge that we have a duty to consult with our employees regarding matters affecting their health and safety whilst at work. This is done on INSET days and/or at staff meetings.

7. Contractors

As site occupiers we will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to our employees, other persons on our site and the public. Contractors' work activities will be monitored by the Head of Foundation and Business Manager. The SLT are authorised to stop any works considered to be unsafe. In certain circumstances contractors may be asked to leave the site.

The school will ensure contractors carry out the following precautions:

- contractors will sign in indicating the time of arrival and departure;
- work will take place during the holidays/out of normal school hours where possible;
- appropriate warning and information signs will be displayed prominently;
- all vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected;
- ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use;
- all electrical equipment will either be securely locked away or effectively locked off;
- all machinery will be immobilised and energy source positively locked off;
- petroleum spirit, compressed gas and chemicals will be locked away when not in use;
- materials should not be stacked too high and should be stable;
- lighting will be used where required to ensure the safe movement around the site during darkness.

The School needs to satisfy themselves that contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done.

Contractors should provide copies of risk assessments and subsequent method statements, detailing the safe systems of work to be used prior to works commencing on site and be specific to the School. The School, contractors and any subcontractors involved should agree the risk assessments.

Before the commencement of any construction work, the School will ensure it complies with the Construction (Design and Management) Regulations 2015.

8. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations requires the School to assess the risks to the health of employees and others posed by the use, storage and movement of corrosive, toxic, health-hazard and serious health-hazard substances to ensure all exposure of employees and pupils to substances hazardous to health is prevented or at

least controlled to within statutory limits. These may include substances used in DT, Art and Science as well as catering, cleaning and maintenance chemicals.

The School will do this by:

- appointing competent persons to identify hazardous substances, assessing the nature of their hazards and the associated risks. A record of this assessment will be undertaken and reviewed annually. The School will adapt and utilise CLEAPSS COSHH risk assessments in Science, Art and DT;
- ensuring that Manufacturers Safety Data Sheets are obtained and this information, along with the risk assessment are communicated to the users;
- using, where possible, use less harmful substances;
- ensuring all harmful substances are appropriately labelled and stored securely;
- maintaining a COSHH register of all substances to ensure adequate control;
- providing information, instruction and training to all users (including pupils) as appropriate;
- monitoring control measures as determined through risk assessment to ensure their effectiveness eg use of PPE;
- ensuring fume cupboards and extract systems are properly maintained by planned preventative maintenance and annual monitoring to ensure continued effectiveness;
- keeping employee health records of all exposures to substances hazardous to health for a minimum of 40 years;
- not introducing new substances into the School without prior assessment.

All employees have a duty under the COSHH regulations to:

- take part in training programmes;
- read container labels and follow the instructions/warnings;
- practise safe working and follow COSHH risk assessments;
- report any hazard or defect;
- use personal protective equipment provided;
- store equipment and tools properly;
- return all substances to their secure location after use;
- ensure control measures are followed.

The persons responsible for completing COSHH risk assessments are:

- Maintenance: Caretakers
- Cleaning: JT Cleaning
- Catering: Wilson Vale
- Classroom: Head of Department

9. Curriculum Safety

Health and safety is the responsibility of all staff and is for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to pupils, other members of staff, parents or visitors should be noted and reported to the Business Manager.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture.

10. Display screen equipment (DSE)

The School recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The School will endeavour to eliminate these issues through good workplace design and information. The school will conduct DSE assessments in order to ensure the suitability of workstations as outlined in the Health and Safety (Display Screen Equipment) Regulations 1992, which will be reviewed when necessary.

Employees will be encouraged to follow any system developed by the School for display screen equipment. If the DSE user requests an eye test the School will meet the cost.

All employees will report any display screen equipment issues to their respective manager.

11. Educational visits

See [Educational Visits policy](#)

12. Electrical appliances

The School will ensure that electrical installations and equipment are installed in accordance with the Wiring Regulations (BS7671) and maintained in a safe condition by carrying out routine safety tests.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Employees must not bring electrical equipment into school unless authorised by the Business Manager.

Any defective equipment will be removed from use immediately until such time as it can be repaired. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to ensure the health and safety of employees who use, operate or maintain electrical equipment. Employees and contractors who carry out electrical work will be competent to do so.

13. Fire safety

See [Fire policy](#)

14. First Aid training and equipment

See [First Aid policy](#)

15. Gas safety

The Gas Safety (Installation and Use) Regulations 1998 and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fitting or appliance. Therefore, the School will only employ competent Gas Safe registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be annually serviced to ensure that it is safe for use and an appropriate service certificate will be retained on file for future reference.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

16. Glazing

All windows in walls, partitions and doors should be safety glass (toughened, laminated or georgian wire) or be protected against breakage with safety film and in line with EN standards

All glass in fire doors must be fire retardant to match the rating of the door (FD30/60).

If any glazing is damaged this must be reported to the Business Manager as soon as possible who will ensure it is made and will take steps to organise repair as soon as possible. Periodic checks of the school glazing will be done by the Business Manager and the findings recorded.

17. Housekeeping

It is school policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping are consequently one of the most common causes of accident and injury at work. The school will conduct periodic inspections to ensure standards are maintained.

18. Information, instruction and training

It is the School's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the School complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the School's undertakings.

Training is provided for all employees:

- on recruitment into the School;
- when moved to another task or when promoted, if applicable;
- when the process, equipment or system of work is changed.

All health and safety training will be undertaken during working hours wherever possible.

All training will be recorded and retained on each individual employee's personal file for future reference.

Employees will report any problems to their line manager in the first instance.

19. Legionella

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipework, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc.

The School will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

A suitable and sufficient assessment by a competent person will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the School's premises.

As far as practicable the School will operate water systems at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of biofilms and sediments.

20. Lifting equipment and lifting operations

The School does not currently have any lifting equipment.

21. Lighting

The School regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- report failures of lighting or any defects observed to the Business Manager;
- request additional lighting if existing lighting is not sufficient for the task;
- not to place portable lighting equipment (such as lamps) in such a position that will impede access/egress or interfere with other persons or property;
- keep the workplace tidy and do not let items accumulate on windowsills.

22. Safeguarding

See [Child Protection and Safeguarding policy](#).

23. Stress in the workplace

Work-related stress is experienced when the demands of the work environment exceed the workers' ability to cope with (or control) them. It is not a disease, but can lead to mental and physical ill-health.

The School is committed to developing a working environment that promotes the health and wellbeing of staff. We will therefore ensure we carry out the following:

- adequate risk analysis of tasks;
- thorough planning of preventative actions;
- a combination of work-orientated and worker-orientated measures;
- use of appropriate external expertise;
- effective social dialogue, partnership and worker involvement;
- group problem solving;
- sustained preventative actions and management support.

24. Lone working

The School accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are not allowed to carry out high risk activities whilst on site alone. The decision whether to allow anyone to lone work will be based on a risk assessment.

Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

25. Vehicle and pedestrian movement

Pedestrian and vehicle traffic needs to be carefully managed to ensure safe and efficient movement about the school site. Traffic management is necessary to prevent accidents, injury to people and damage to equipment, property and vehicles.

The School will ensure:

- the workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner, without causing danger to health and safety;
- a suitable and sufficient assessment of the risks associated with the movement of vehicles and pedestrians is completed and any control measures that may need to be implemented are identified and introduced;
- wherever possible separate routes are available for pedestrians to keep them away from vehicles. If pedestrians and vehicles have to share the same route, that there is sufficient separation between them;

- all traffic routes are suitably marked;
- provision of information and instruction to all employees in relation to the movement of pedestrians and vehicles.

26. Violence at work and personal safety

Work related violence is defined by the HSE as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. Employees whose job requires them to deal with the public can be at risk from violence.

Both employer and employees have an interest in reducing violence at work. Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees’ health through anxiety or stress.

The School will keep detailed records of any incidence of work related violence: including any verbal abuse and/or threats. The following information will be recorded: an account of what happened, details of the victim(s), the assailant(s), any witnesses, the outcome, and details of the location of the incident.

27. Voice care

Teachers have to use their voice almost all day, whether speaking to the whole class, small groups or individuals. They are vulnerable when it comes to voice problems; sore throats and hoarse voices are an occupational hazard for teachers.

The Head of Foundation will ensure that all reasonable precautions are taken to limit the likelihood of adverse health effects to employees’ voices.

28. Manual handling

The manual handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The School accepts that some manual handling activities may be necessary.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable. The results of the manual handling risk assessments will be communicated to relevant employees.

Employees will be encouraged to follow any system developed by the School for safe manual handling operations.

Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment. The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. Employees will report hazardous handling activities to the Business Manager.

29. Medication

See [Medicines policy](#)

30. Mobile phones

In order to ensure the safety of all members of staff who are supplied with and required to use mobile telephones whilst working away from the School's premises, the following safety procedure has been compiled:

- to comply with regulations, all calls by the driver of the vehicle must be made using the vehicle hands free system.
- incoming calls must be answered using the vehicle hands free system.
- use of mobile phones must only be done when it is safe to do so.

31. New and expectant mothers

It is the policy of the School to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The School is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother who is breastfeeding, not just risks to the mother herself.

The School will carry out a specific risk assessment as soon as they are aware that a member of staff is pregnant. The member of staff will be consulted with and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is included in the risk assessment.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- work-related stress;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace.

32. Menopause

See [Menopause Policy](#)

33. Infection control

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and pupils. For some of our work activities, staff may be at risk of infection or of spreading infection if inadequate infection control procedures are in place.

The School aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

The School will:

- carry out risk assessments to identify activities that may expose individuals or groups to potential infection;
- identify, plan and implement controls and safe systems of work to prevent the spread of infection;
- provide information, instruction and training to those identified at risk;
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance;
- ensure the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises;
- arrange for safe disposal of any infected materials;
- adopt good hygiene practices.

34. Staff illness

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR.

SLT and Heads of department will need to discuss and consider individual suitable controls and in some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

35. Medical needles

Medical needles should be disposed of in the sharps bin located in the sick bay. In the event of finding a discarded needle do not touch it and prevent others from doing so and report it to the Business Manager who will arrange for it to be removed safely.

36. Medical needs - supporting pupils

The School will support pupils to attend school who have a medical condition. The School will support the administration of short and long term medication and medical techniques where this is necessary for the pupil to continue to be educated at school.

The School will ensure that all staff and pupils, where relevant, are aware of the pupil's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency. Administration of medication will be as per the Medicines Policy.

Parents 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. 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/updated at least annually or more frequently if required.

Copies of health care plans are available as a hard copy in the pupil's file, held in the school office, and uploaded to the pupil's SchoolBase record.

37. Personal protective equipment (PPE)

The School will risk assess tasks that are undertaken and in turn will assess the need to provide suitable and sufficient personal protective equipment and clothing to employees as appropriate. All PPE provided will be marked with the CE conformity mark, which denotes manufacturing standards.

All employees, including non direct limb (b) workers, who are required to wear personal protective equipment will be provided with suitable instruction on how to correctly use the equipment along with what to do if it is damaged. The Business Manager will be responsible for replacing any defective PPE upon request.

38. Playground/PE equipment

The playgrounds and fixed equipment are inspected on a termly basis by the caretakers under the supervision of the Business Manager, who will endeavour to carry out any repairs necessary. Any defects found by a member of staff should be reported to the Business Manager as soon as possible.

The internal and external PE/gym equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept and any actions/defects found are rectified as soon as possible.

39. Risk assessments

The School accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work Regs and to safeguard the health, safety and welfare of employees and others, the School will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the School.

The aim of the risk assessment process is to:

- identify hazards associated with the School's undertaking and any hazards associated with the premises;
- identify any person who may be affected or injured by the hazards;
- identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Risk assessments for all work activities undertaken by the school will be completed prior to the activity and updated if circumstances change.

Training that is given to relevant employees will enable them to:

- identify all hazards associated with the schools activities;
- identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment;
- enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard;
- document the assessment process to enable the control measures to be disseminated to all relevant people.

Generic risk assessments (GRA) are acceptable if the risk assessor has checked that the GRA is appropriate to the activity being undertaken; and adapted the GRA for the circumstances and had it agreed by the Head of Foundation.

SLT will ensure that all employees are informed and instructed of the risks to which they may be exposed, in order that the activities be completed in a safe manner as documented in the assessment.

Risk assessments will be undertaken by:

Classroom:	Head of Department
Maintenance:	Business Manager
Cleaning:	JT Cleaning
Educational Visits:	Trip Leader
Fire:	External Expert

40. Noise

The Control of Noise at Work Regulations 2005 apply to all workplaces, including schools, and requires employers to assess noise levels within their premises and take appropriate preventative action where necessary.

The School will:

- assess the risks to employees (and pupils) from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide employees with hearing protection if noise exposure cannot be reduced by other means;
- ensure that legal limits on noise exposure are not exceeded.

41. Physical Education

The Head of PE is responsible for all activities within the department and is also responsible for completing risk assessments for each work area and activity, including off site visits/fixtures. All staff working in PE and school sport will be made aware of these findings and be involved in their review.

All staff teaching in PE will have the required competence and qualifications for the activity taught.

All internal and external PE equipment will be inspected annually and records retained. PE staff should also carry out a pre-use check of equipment to identify obvious defects and report.

The School will ensure that a suitable number of trained first aiders are available, suitable first aid kits are available and procedures in place for contacting the emergency services. See First Aid Policy for further details.

Clothing, footwear and PPE must be appropriate to the activity.

42. Radiation

To comply with legislation and to ensure the school follows best practice the school has appointed:

Radiation protection advice and services as the Radiation Protection Adviser (RPA)

Chris Kirby as the Radiation Protection Supervisor (RPS)

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Head of Science to see that they are adhered to.

The Radioactive Sources History (i.e. authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the Physics Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Physics Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Physics Prep. Room. Testing takes place annually.

43. Safety of persons with disabilities

The School has a responsibility to ensure that all persons who visit the school's premises or work on site are safe at all times and are compliant under the Equalities Act 2010. In order that this is done effectively, the Head of Foundation will ensure that disabled visitors are protected from everyday hazards within the School, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the School prior to their visit in order that any special arrangements can be made. The School will aim to make as many rooms accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made.

The Head of Foundation will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

The School is responsible for carrying out a risk assessment of any individual who has a disability.

These risk assessments will encompass:

- emergency evacuation plans;
- First Aid assessment of need;
- environment ie access/egress in and around school;
- tasks & activities undertaken;
- welfare requirements;
- specific training requirements.

44. Working at height

In accordance with The Working at Height Regulations 2007, the School will conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner.

The School has a duty as an employer to ensure that the risk of injury is removed or minimised. The essential part of this is to plan and organise the work, taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered in a risk assessment:

- competence of people, including those involved in the planning of the task;
- selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency;
- use of guardrails/barriers, scaffold and working platforms, collective fall arrest (nets), PPE/harness & warning signs (last resort);
- prevention of falling objects and elimination of throwing/tipping from height, remembering to include the correct storage of materials and objects.
- exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects;
- if personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body;
- rescue and emergency plans and procedures are documented and all employees involved in the activity are fully trained.

The Management of Health & Safety at Work Regulations and the Work at Height Regulations state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

45. Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders and step ladders, they will only be used where there is no suitable alternative.

The School accepts that it is necessary for some operations to use a ladder or stepladder but only for short term duration. Where identified specialist equipment will be provided with suitable training.

The School will ensure all users are trained and instructed in the use of steps and ladders.

The Business Manager is responsible for ensuring systems are in place for the completion of regular inspections of all steps and ladders and a ladder inspection and register is maintained.

46. Work related driving

The School will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The School will require all drivers to submit their driving licence for inspection annually. The School reserves the right to contact the DVLA in order to monitor the status of individual licences. The School will also ensure the driver passes a competency test and receives a vehicle familiarisation.

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- plan work to minimise driving requirements;
- ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions;
- complete the vehicle checklist before driving the minibus/van;
- take regular breaks to help you relax and reduce tiredness;
- seek to avoid overlong days of work and driving. The School will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken. Seek advice from the Business Manager;
- when reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action;
- report the development of any health problem that may limit or prevent driving to the Business Manager.

47. Young persons at work

The Health and Safety Executive classifies all people under the age of 18 years of age as a young person. This definition applies to pupils, trainees and children on work experience

and classifies them as employees regardless of the number of hours worked or the period of employment.

Young people are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the School offers placements to pupils, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

All young people who start work with the School will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The School views this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons:

- specific risk assessment records for the tasks that young people within the School are required to undertake;
- details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence;
- where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

48. Work Experience

The School has a duty to ensure that young people on work experience are not exposed to significant risks to their health and safety and we have appointed Xperience as the work experience provider to oversee work experience placements.

The Xperience provider will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure pupils are not exposed to significant risks to their health and safety.

Pupils on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure pupils are not exposed to significant risks to their health and safety and will carry out a risk assessment for the placement and provide an induction. Any risks identified must either be controlled or the pupil excluded from exposure to them. The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the

preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the Work Experience Application and Confirmation of a Placement, provided by Xperience, which includes the risk assessment information and return it to the School.

[Google form for staff](#)