



**The  
Haven  
School**  
Wolston

**'A place to belong'**

## **Health and Safety Policy**

# Control Sheet

<b>Version number</b>	03
<b>Original date approved</b>	September 2022
<b>Current date approved</b>	November 2023
<b>Approved by</b>	School Board
<b>Date of next review</b>	November 2024
<b>Status</b>	Approved
<b>Policy owner</b>	Martin Cain
<b>Policy location</b>	Policies/School - Staff
<b>Target group</b>	Staff, pupils, external accountability agencies

<b>Document History:</b>			
<b>Version</b>	<b>Date of review</b>	<b>Author</b>	<b>Note of revisions</b>
01	October	Martin Cain	Policy updated to reflect fully operational status of the School, increasing number of referrals and updated Policy for Supporting Pupils with Medical Conditions.
02	26.2.2023	Martin Cain	Updated with First Aider information.
03	26.10.2023	Anna Besley	Updated with Fire Marshall information. Updated with First Aider information. Links to relevant legislation added. Clarification that there are different reportable injuries, diseases or dangerous occurrences depending on if they happen to school staff or non-school staff (including pupils and visitors).

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This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

## 1. Statement of Intent

The Haven School Wolston believes that ensuring the health and safety of staff, pupils and visitors are essential to its vision of *'enhancing young lives for a brighter future'*.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

## 2. Introduction

In order to achieve compliance with the Statement of Intent the and Headteacher will have additional responsibilities assigned to them as detailed in this Policy.

**It should be noted that the Site Owner will have significant responsibilities/roles in the application of a number of aspects of this Policy and that there will be regular liaison between them and the Headteacher in this respect. There will therefore be a number instances when they in fact serve as the 'Competent Person'.**

## 3. The Haven School Wolston

The School Board has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, pupils, visitors and contractors.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The Health and Safety Policy and performance is reviewed annually.

#### **4. The Headteacher**

In their capacity as the key person responsible for the effective management of health and safety, the Headteacher will ensure the effective implementation of this Policy by ensuring:

- a. This Policy is communicated to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors.
- c. Appropriate consultation arrangements are in place for staff and their representatives.
- d. All staff are provided with information, instruction and training on health and safety issues.
- e. Risk assessments of the premises and working practices are undertaken.
- f. Safe systems of work are in place as identified from risk assessments.
- g. Emergency procedures are in place.
- h. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- j. Arrangements are in place to inspect the premises and monitor performance.
- k. Accidents are investigated and any remedial actions required are taken or requested.
- l. The activities of contractors are adequately monitored and controlled.
- m. A report to The School Board on the health and safety performance of the School is completed termly.
- n. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- o. Arrangements are in place to inspect the premises and monitor performance.
- p. Accidents are investigated and any remedial actions required are taken or requested.
- q. The activities of contractors are adequately monitored and controlled.

#### **5. Teaching/Non-Teaching Positions of Responsibility**

The Headteacher, teachers, support staff must, as appropriate to their role:

- a. Apply the relevant health and safety policies and procedures to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b. Develop health and safety policies/procedures in accordance with School policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.

- g. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h. Ensure all accidents are reported to the Headteacher.
- i. Include health and safety in the annual report for the Headteacher.

## **6. Special Obligations of Class Teachers**

Class teachers are expected to:

- a. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Should not leave pupils unattended and must ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time.
- c. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation.
- h. Regularly check their classrooms for potential hazards and report any observed to the Headteacher.
- i. Report all accidents, defects and dangerous occurrences (including near misses) to the Headteacher.

## **7. Obligations of the Competent Person (Headteacher)**

The Competent Person (Headteacher) as the person with special responsibility for health and safety will ensure that:

- a. The School Board are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards.
- b. Risk assessment requirements are coordinated and the implementation of any action required is monitored.
- c. Risk assessments are reviewed and updated at least annually.
- d. Regular health and safety update meetings are held where issues can be raised and discussed.
- e. They provide advice on health and safety training requirements.
- f. Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities and recorded appropriately.
- g. They assist staff in investigating and recording accident investigations.
- h. Contact with external organisations such as the emergency services is coordinated.
- i. Health assessment requirements are identified and advised to senior

- management.
- j. The schedule of statutory examinations of plant, equipment and vehicles is maintained and staff are made aware of impending examinations/inspections.
  - k. Premises, plant, equipment and school vehicles are maintained in a safe condition.
  - l. All compliance requirements are met.
  - m. Adequate arrangements are in place to ensure the security of the School, staff, visitors and pupils.
  - n. Adequate arrangements for fire and first aid are established.
  - o. Welfare facilities provided are maintained in a satisfactory state.
  - p. Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant safeguarding and local health and safety rules and procedures.
  - q. Health and safety notices are displayed.

## **8. Obligations of All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must:

- a. Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific health and safety training received.
- d. Report all accidents and near misses in accordance with procedures appended to this Policy.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness in the School.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## **9. Role of the Competent Person (Headteacher)**

The School's Competent Person (Headteacher) is nominated to undertake an annual safety inspection of the School.

The Competent Person (Headteacher) will have sufficient training and experience or knowledge and other qualities that allow them to complete a full inspection of the school site and make recommendations.

## **10. Obligations of Contractors**



When the premises are used for purposes not under the direction of the Headteacher then, ***subject to the explicit agreement of The School Board***, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors must:

- a. take reasonable care of their own safety.
- b. take reasonable care of the safety of pupils, staff and others affected by their actions.
- c. observe the safety rules and safeguarding procedures of the School.
- d. submit their health and safety policy and relevant risk assessments and method statements to the School for approval.
- e. comply with and accept our health and safety and management of contractors' policies, if they do not have one
- f. dress appropriately, sensibly and safely when on School premises and for the task being undertaken
- g. conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- h. use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- i. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- j. maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- k. report all accidents and serious incidents to the School whether an injury is sustained or not
- l. ensure that their employees only use equipment for which they have been trained
- m. observe all agreed procedures for processes, materials and substances used
- n. observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- o. provide adequate first aid arrangements unless otherwise agreed with the School.

In instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

## **11. Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- d. Use and not willfully misuse, neglect or interfere with PPE and other items provided for their health and safety.

## **12. Visitors**

- a. All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.
- b. Whilst on site, all visitors and contractors must wear a visitor's badge. Any contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
- c. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, provided they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- d. If an intruder is uncooperative in going to reception or in responding to a request to leave the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

### **13. Procedures and Arrangements**

The following procedures and arrangements have been established at The Haven School Wolston to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal and statutory requirements. The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the School. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

### **14. Accident, Incident and Ill Health Recording, Reporting and Investigation**

This Policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises. Employees who develop a work-related illness must also report via these procedures.

#### **Definitions:**

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/ near miss** is an unplanned event that does not cause injury or damage but could do so.
- A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the school

#### **Accident Recording**

All accidents resulting in personal injury must be recorded on a School Accident Report Form and handed to the Competent Person (Headteacher) who will be responsible for informing the Health and Safety Executive.

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Competent Person (Headteacher) to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Competent Person (Headteacher) as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the Health and Safety Executive website under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#).

### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher or Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust

- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
- \*An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

*To calculate whether the absence classifies as ‘over 7-day’:*

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work them or not)

*For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*

**Non-Consensual Violence**

Major or over 7 days of injuries to people at work arising from non-consensual violence are notifiable.

**Contact** details for the Health and Safety Executive are:

**Tel:** 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** <http://www.hse.gov.uk/riddor/report.htm>

The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 7 years from the date of the incident.

### **Accident Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- simple investigation (minor accident) 1 hour
- standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident. The aim of the investigation should be to:

- a) Ensure that all necessary information in respect of the accident or incident is collated
- b) Understand the sequence of events that led to the accident or incident
- c) Identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- d) Identify the underlying causes that may have contributed to the accident or incident
- e) Ensure that effective remedial actions are taken to prevent any recurrence
- f) Enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- g) Enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

### **Accident / Ill Health Evaluation**

The Competent Person (Headteacher) will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the

identification of patterns and trends and enable corrective action to be taken.

### **Active Monitoring Systems**

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognizing good work.

The forms that these systems take at the School are:

- a. The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Headteacher, Chair of The School Board and the Competent Person (Headteacher).
- c. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- d. Safety tours, as above.
- e. Audits (Health and Safety audits, Fire Risk Assessment etc.) annually as above.
- f. Regular reports to School Board meetings.
- g. An annual health and safety inspection undertaken by the Competent Person (Headteacher) and any other external measures such as Environmental Health visits etc.)

## **15. Asbestos**

The School will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in School premises by:

- **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The potential amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibers are not present or formed in the workplace.
- **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibers. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- **Training and Information** - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information, which will be updated/repeated at the required intervals, such that they can recognise potential ACMs and know what precautions to take.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibers.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

1. Asbestos fibers are firmly linked in a matrix.
2. The exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the [Control of Asbestos Regulations 2012](#).

### **Procedures for Dealing with Asbestos Related Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- a. Take all necessary steps to investigate the circumstances.
- b. Take corrective measures where appropriate.
- c. Advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- a. Inform the Headteacher or Headteacher.
- b. In the case of an accident or emergency, respond quickly to ensure effective treatment.

## 16. Behaviour Management

All staff must be familiar with the School policies for pupil behaviour management (Expectations for Learning) and Anti-Bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

## 17. Bomb Threat Procedure

### Action to be taken on receipt of a bomb threat or suspicious package(s)

Staff should try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Headteacher, or in their absence, Reception who should be informed of the answer to the questions and should alert the Police and decide whether to evacuate the building.

### Evacuation:

Inform all staff of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the School as per fire drill, **except to instruct them to:**

- a. Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b. Ask staff and pupils to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c. Ask staff and pupils to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Headteacher.

Stage 1      Assembly at the normal fire drill areas

Stage 2      Move to the off-site assembly point (area to the left of the field behind the staff car park), once the area has been cleared.

## Security during an evacuation

The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the School (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

## 18. Emergency Procedure

The School has a separate procedure for managing an Emergency, which should be followed in the event of:

- a. People related issues – major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury.
- b. Premises issues – fire, explosions, floods, subsidence.
- c. Technological – computer related issues.

## 19. Catering

Any externally appointed Catering Contractor will be responsible for the safe operation of their own off-site catering facilities. They must:

- a. Be familiar with The School Health and Safety Policy.



- b. Prepare risk assessments for all catering activities.
- c. Ensure that all staff are instructed and informed to work in accordance with these documents.
- d. Inform the Competent Person (Headteacher) of any potential hazards or defects.
- e. Be familiar with the current Food Safety legislation and the implications so far as the School is concerned.
- f. Have received appropriate training to undertake their role.

It is essential the catering staff understand their responsibility to report illness to the School in a timely way. People who work around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate the food or surfaces the food may come into contact with. This can spread infection to other people through the food. Details of notifiable illness and the period of required absence is detailed in the Food Standards Agency ['Food Handlers: Fitness to Work'](#).

In summary:

- Diarrhea and/or vomiting are the main symptoms of illnesses that can be transmitted through food.
- Staff handling food or working in a food handling area must report these symptoms to management immediately.
- Managers must exclude staff with these symptoms from working with or around open food, normally for 48 hours from when symptoms stop naturally.

Different action is required in some cases. In addition, all staff who handle food and who work around open food must always:

- Wash and dry their hands before handling food, or surfaces likely to come into contact with food, especially after going to the toilet. This is because it is possible to be infected but not have symptoms.

## **20. Cleaning and Maintenance**

The Competent Person, (Headteacher) is responsible for ensuring the safe, routine maintenance and cleaning of the School premises and grounds in accordance with its policies and procedures for maintenance.

## **21. Contractors**

The School is responsible for the selection and management of contractors in accordance with this Policy.

Contractors should be made aware of this Policy, safeguarding procedures and their obligations under it before commencing any work on site.

School staff must be aware of this Policy and report any concerns regarding contractors' activities to the Headteacher immediately.

## **22. Curriculum Safety**

The Headteacher is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from [CLEAPSS](#), [afPE](#), [DATA](#) and other lead bodies should be adopted as appropriate.

### **23. Display Screen Equipment**

All reasonable steps will be taken by the School to secure the health and safety of employees and pupils who work with display screen equipment. To achieve this the School will:

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

#### **'Users'**

This Policy is aimed at those who regularly use DSE:

- a. As the main part of their employment *and*
- b. For more than 2½ hours per day

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

#### **Employees must:**

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.
- Inform the Headteacher of any disability or medical condition which may affect

their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially).

- Report to the Headteacher any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

### **Eye tests**

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

### **Summary of Key Actions**

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

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

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs as the main part of their employment. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **24. Electrical Equipment**

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

- a. ensure electrical installations and equipment are installed in accordance with [IEE Wiring Regulations](#)
- b. maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests
- c. inspect and test portable equipment as often as required to ensure safety
- d. inspect and test second-hand electrical equipment lent to, or borrowed by, the School
- e. require hirers of school premises to ensure electrical appliances brought onto School premises have a current (less than 12 months) test certificate
- f. promote and implement a safe system of work for maintenance, inspection and testing
- g. forbid live working unless absolutely necessary, in which case a permit must be issued
- h. ensure employees and contractors who carry out electrical work are competent to do so

- i. maintain detailed records

**Employees must:**

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

**Summary of Key Actions**

The key actions necessary to control the health and safety risks arising from electricity are to:

- a. Have the main electrical installation tested every five years except for those parts of school with licensed areas or lightning protection which should be tested annually.
- b. Retain copies of electrical test certificates.
- c. Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing.
- d. Keep a record must be kept of all portable items of electrical equipment with details of the item, date of acquisition and details of any inspection, testing or repair work.

The Competent Person (Headteacher) will ensure that testing, inspection and maintenance of equipment is undertaken as required.

**25. Educational Visits and Journeys**

The Headteacher is responsible for ensuring that all School off-site trips are managed in accordance with the School Policy for Educational Visits and Journeys. All staff must be familiar with this Policy.

**26. Fire Precautions**

The Competent Person (Headteacher) is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the School Fire Safety Risk Assessment, the School Business Continuity Plan and evacuation procedures.

## 27. Fire Evacuation Procedure

Fire Drills are held every term in accordance with the procedure below. All staff, pupils, visitors and contractors must participate in the fire drill and follow the correct procedures.

- a) **These procedures are not solely for use in case of fire and should be used when there are other emergencies which require evacuation.**
- b) **Designated Fire Officer:** Anna Besley – Headteacher  
**Designated Fire Marshall:** Wendy Summers – Receptionist  
**Designated Fire Marshall:** Chris Healy – SENCo
- c) In the event of fire sound the alarm by breaking the nearest glass point and then the following the steps outlined below:
  - Notify the Headteacher or Receptionist or ask a nearby colleague to do so.
  - If the fire has not spread from its point of origin, attempt to extinguish the fire by using the correct fire extinguisher – **ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.**
  - Leave the building with pupils and/or visitors in an orderly manner and if a disabled person is in your immediate vicinity assist them to do so.
  - Do not run or stop to collect personal belongings.
  - Fire exits are marked on the Fire Strategy Plan which is displayed throughout all areas of the School.
  - On exiting the building, please make your way to the assembly point which is the **MAIN FIELD** next to the Visitors Car Park.
  - If the **MAIN FIELD** is not accessible you should make your way to the **AREA TO THE LEFT OF THE FIELD AT THE BACK OF THE SCHOOL – BEHIND THE STAFF CAR PARK** which is the alternative assembly point.
- d) **Evacuation Procedure**
  1. The Fire Officer will check that everyone is safe and out of the building.
  2. Do not re-enter the building until the designated person tells you are safe.
  3. Only the Designated Persons may:
    - I. Raise the Fire Alarm and/or
    - II. Dial 999 and notify the Fire Service
  4. Access the safest evacuation exit.
  5. Check that all staff, pupils, visitors, have left the area.
  6. Where possible close doors and windows behind you.
  7. Make your way to assembly point.
  8. The Receptionist will take the pupil and staff register and account for any visitors.
  9. The Receptionist will check all staff, pupils and visitors, are accounted for and inform the Headteacher of the outcome of the Check.

10. The Designated Fire Officer and/or Designated Fire Marshall will carry out a sweep of the building, checking rooms and toilet areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.
11. Only on the advice of the Designated Fire Officer fire officer should anyone be directed to re-enter the building.
12. A practice fire drill will be held every term and any action points logged by the Headteacher.

**28. First Aid and Supporting Pupils with Medical Conditions.**

The School has completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate Policy for Supporting Pupils with Medical Conditions.

**NB\*\* The list of staff trained as First Aiders will be identified at the beginning of each academic year:**

Name	Role	Expiry Date
Anna Besley	Headteacher	16.9.2025
Cameron Pirie	Teacher	16.9.2025
Wendy Summers	Receptionist/ administrator	16.9.2025
Andrew Nicholls	Teacher	24.5.2026

**First aid boxes**

Responsible Person	Role
Tim Lloyd	Business Manager

**The following staff have completed anaphylaxis training:**

Member of Staff	Date
Anna Besley	23.2.2023
Cameron Pirie	16.9.2022
Wendy Summers	16.9.2022

**29. Glazing Safety**

Where classrooms have glazed walls onto the corridors these must remain clear at all times and must not have anything affixed to them. Glazing panels on walkways

will be clearly marked to prevent accidental collisions.

All glazing is strengthened safety glass and will provide protection on fire routes.

### 30. Hazardous Substances

The Competent Person (Headteacher) is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous substances are defined by the [COSHH](#) regulations as:

- a. Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below
- b. Biological agents directly connected with work including micro-organisms
- c. Dust of any kind when present as a substantial concentration in the air



Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Headteacher will complete an assessment for any authorised products and an instruction for safe use.

Substances used in the practical curriculum will normally be stored and used in accordance with [CLEAPSS](#).

Where an appropriate hazard assessment is not available the Competent Person (Headteacher) is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Dust in technology lessons are controlled by LEV and experiments in Science are carried out in a Fume Cupboard. No member of staff or pupil should be at risk through exposure to hazardous substances used or created in the practical curriculum.

### **Maintenance, Examination and Testing**

Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 7 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

### **Information, Instruction and Training**

Information, instruction and training must be given to employees and pupils who may be exposed, about the risks to health and precautions.

### **31. Hazard Reporting**

An important feature of this Policy is the operation of an effective hazard reporting system. Any employee, pupil, visitor or contractor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be made verbally to the Competent Person (Headteacher) or the Headteacher as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the School Reception to report any problem.

In addition to this procedure, reports of hazards may be received via any staff or team meeting or risk assessment procedures.

### **32. Inclusion**

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with physical disabilities.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support their learning, social and personal needs.

The Headteacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.



### **33. Ligature Risk Reduction**

#### **Definitions**

A ligature is anything that binds or ties, which could include a range of items such as bedding, clothing, belt, cord, rope or other material.

A ligature point is anything that could be used to attach a ligature for the purpose of strangulation or hanging. This could include coat hooks, water pipes and window frames, but other potential ligature points should be considered. As well as ligature points at high level, they could also be at low level with individuals using other means, for example twisting their bodies, to achieve the same effect.

#### **Risk Assessment**

Risk assessments will be undertaken annually. If changes to the building such as, but not limited to, structural, change of use, room layout and furnishings are made, additional assessments will be undertaken by the Competent Person (Headteacher). Any potential risks must be notified to the Headteacher and appropriate measures taken.

Assessment and safety should be considered both as part of the planning process and when the work is completed. If a new safety alert relating to suicide risks is identified, the assessment will focus on the new risk identified with an awareness of other potential risks. Following an assessment, identified risks will be identified to the Headteacher for action and the outcome communicated to all staff in the School.

Any new structures or building proposals will be assessed for risk of potential to facilitate suicide and reduced risk/anti-ligature fittings used where available.

### **34. Legionnaires Disease**

All reasonable steps will be taken to identify potential legionella hazards and to prevent or minimise the risk of exposure. The School will:

- Carry out a Legionella Risk Assessment annually
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

The day to day responsibility for monitoring and ensuring that the systems are being correctly operated, will be allocated to the Competent Person (Headteacher). At risk systems include the hot and cold water storage and distribution system. To achieve control of legionella bacteria the School will implement the following:

#### **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of Legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water. The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and

build-up of bio films and sediments will be controlled and tanks will be lidded.

### **Monitoring and Recording**

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

### **Disinfection**

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

### **Emergency Procedures**

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

### **Training**

Provide training for the Competent Person (Headteacher) who is responsible for the day to day management of the water systems.

### **35. Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. The School will carry out an appropriate risk assessment in response to any identified lone working scenario.

### **36. Managing Medicines**

No pupil is allowed to take medication on the School site without a letter of consent from their parent/carer. An appropriately trained member of staff will be identified to manage the taking of medicines by pupils in accordance with relevant guidance.

### **37. Maintenance and repair of equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Competent Person (Headteacher).

All faulty equipment must be taken out of use and reported to the Competent Person (Headteacher). Staff must not attempt to repair equipment themselves.

### **38. Manual Handling**

The School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Competent Person (Headteacher) for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **39. Personal Protective Equipment (PPE)**

The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any member of staff or pupil who might be at risk of injury or harm to health.

Any member of staff or pupil who refuses to use the PPE may be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher immediately.

#### **40. Risk Assessment**

Risk assessment is a systematic examination of the risks can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures. We will ensure that:

- a. assessments are carried out and records are kept
- b. control measures introduced as a result of assessments are implemented and followed
- c. employees are informed of the relevant results and provided with necessary training
- d. any injuries or incidents lead to a review of relevant assessments
- e. assessments are regularly monitored and reviewed
- f. suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways and determining the effectiveness of those controls as part of our risk assessment process. It is the responsibility of the Headteacher to ensure risk assessments are conducted, but in practice the actual assessment process will be delegated to an appropriate member of staff.

Generic/model risk assessments are acceptable so long as the assessor:

- a. satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- b. adapt the model to their own actual work situations.

When completing risk assessments, it is necessary to refer to the relevant subject guides:

#### **Design & Technology**

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

Design and Technology Association <https://www.data.org.uk/>

### **Science**

CLEAPSS <http://www.cleapss.org.uk/>

CLEAPSS School Science Service Laboratory Handbook CLEAPSS Hazards

### **Food Science**

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

### **Art**

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

### **Physical Education**

Safe Practice in Physical Education and School Sport' afPE <http://www.afpe.org.uk/>

### **Offsite visits**

Health and Safety of Pupils on Educational Visits. DfE Outdoor Education Advisers Panel. <http://www.oeap.info/>

## **41. Security**

CCTV systems are installed in certain parts of the School and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

The use of cash is discouraged wherever possible, but any cash is kept in a locked box and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on School premises. The Headteacher or Business Manager is responsible for carrying any monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. Valuables should be left in the staffroom or in a locked cupboard. The School accepts no responsibility for items left unattended. In the event of a theft in the School, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any School equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Headteacher. When using portable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

## **42. Severe Weather Conditions**

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the Proprietor to make a decision on closure on grounds of health and safety.

### **43. Smoking**

The School Board and Headteacher have adopted a no smoking policy throughout the premises.

All School staff and parents will be informed and signs will be on display at main entrances to School buildings.

### **44. Staff Training and Development**

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Health and Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of this Policy.

Training must also be given to all key staff and staff with special responsibilities, such as the Competent Person (Headteacher), First Aiders and those staff taking pupils on educational visits.

The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

### **45. Stress at Work**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Symptoms of stress include problems sleeping; dietary problems; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if staff suffer from these symptoms, they will be advised to consult their GP without delay.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The School will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with the Headteacher who will deal with the issue promptly and make all reasonable efforts to reduce work related stress.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, and where possible, efforts may be made to reassign that person to other work for which the risks are assessed as tolerable.

On the return to work for any period of stress-related illness, The School will take account of medical advice when determining which duties are most appropriate.

Where appropriate a risk assessment of stress in the workplace will be carried out under the [Management of Health and Safety at Work Regulations 1999](#).

If an employee considers they may be suffering from stress for reasons connected with their role, they should approach the Headteacher who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

#### **46. Transport and Minibus Policy**

Please refer to the School Minibus Policy.

#### **47. Visitors – Health and Safety**

Under the provisions of the [Health & Safety at Work Act 1974](#), The School has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the School they intend to visit.

They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the member of staff overseeing them of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures. It is intended that entertaining visitors should not become a chore, but should be seen by everyone in the School as a continuing and valuable opportunity to welcome guests.

There are five categories of visitors to the School:

1. VIPs/Educational Visitors
2. Casual Visitors
3. Ex-pupils
4. Intruders
5. Troublemakers

#### **VIPs/Educational Visitors**

There is every reason to suppose that the School will experience high levels of VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our pupils.

All incoming requests for visits to the School should be cleared by the Headteacher. When the Headteacher has authorised a visit to the School, the initial welcome will be made on the day of arrival by the Headteacher, who should be briefed in advance by the individual member of staff who has been the initial point of contact.

### **Casual Visitors**

As with all busy work places, there may be casual visitors to the School during the course of a normal working day. These could be parents or commercial representatives. Sometimes they are expected, but more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be provided to the School Receptionist so that they are aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the School Reception, while the person expecting the visitor can be located. At this point, the member of staff will come to collect their visitor and take them to the relevant area.

For reasons of safety for staff and pupils, unknown visitors should on no account be allowed to wander through School premises. Notices are displayed at all entrances requesting all visitors to report to School Reception, to obtain a Visitor's Badge and sign the Visitors' Book.

### **Ex-pupils**

Any visit by an ex-pupil should be arranged in advance and the Headteacher contacted for permission to be granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitors' Book, a Visitor's Badge is issued and the visitor can proceed.

### **Intruders – advice for staff**

All staff are asked to take careful note of the following advice, which may help them to handle any difficult situations if they are confronted by an intruder or intruders on School premises:

- Always aim to be welcoming and polite to all our visitors.
- If you see anyone that you think should not be on School premises, do not approach them directly on your own but inform the Reception immediately and ask the Headteacher to be called.
- It may be possible to keep the intruder on site by telephoning School Reception or by sending a note with a pupil, rather than by reporting in person.
- When you have identified the intruder to the Headteacher, please remain present whilst they ask them their reasons for being on site.
- Guard against questioning someone using stereotyped assumptions about people based on their appearance. If you are satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitors' Book.
- To distinguish between intruders and authorised visitors, notices informing

“visitors” of the need to report to the Reception and obtain a Visitor’s Pass should be displayed at all School entrances. If the person is unable to offer an acceptable reason for remaining, the Headteacher should politely ask them to leave in a clear and firm way.

- **NEVER** touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Headteacher should not attempt to force them to leave but dial 999 to call the police. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.
- If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.
- Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises upon your request, or where they might have refused to leave initially, but then leave before the police arrive.
- In the unfortunate event of any injuries being sustained, a separate report should be made on the School Accident Report Form and returned to the Headteacher.
- **REMEMBER**, the School Board will provide the fullest possible legal support to staff in connection with any alleged assaults, threats or criminal damage arising in the course of the performance of their duties.

### **Troublemakers**

The School will apply the Guidance contained in [“School Security: Dealing with Troublemakers”](#), was issued by the DCSF on 16 December 1997.

The guidance also covers section 4 of the [Offensive Weapons Act 1996](#). It is an offence under the [Offensive Weapons Act 1996](#) to carry, without reason or authority, a knife or offensive weapon in or around schools. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, The Haven School Wolston has banned all knives, regardless of the length of the blade.

The School Board has authorised the Headteacher (or their nominee), to determine who should have access to the premises. The School Board has determined that nobody (including governors, staff, pupils or parents) has an unrestricted right of access to School premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the School as determined by the Headteacher (or their nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Headteacher.

The School buildings and their grounds are private places and anyone entering without authority (including pupils, ex-pupils and parents) is trespassing and may be asked to leave by the Headteacher (or their nominee). Causing harassment, alarm or distress to staff or pupils, threatening, abusing or insulting staff, on or off School premises, could be an offence. The Headteacher (or their nominee) will exercise professional judgement in deciding whether to involve police in incidents of this



nature.

Where the Headteacher (or their nominee) has determined that an individual is trespassing, the School Board has authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a “troublemaker” will be informed in writing, of the limitations both in terms of time and place as to their permission to enter School premises.

#### **48. General Precautions**

Any member of staff going off site must ensure that they sign out at School Reception. On their return they must be sure to sign back in again.

All visitors to the School must sign in and sign out in the Visitors’ Book, so that a list of visitors in the building is available at any time.

Any events which use the premises out of working hours, especially where visitors to the are involved, will be subject to particular procedures for the specific event. The key individual organising the event will check procedures with the Competent Person (Headteacher).

#### **49. Working at Height**

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

The School will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on School property comply with this Policy
- ladders and stepladders are secured to prevent unauthorised use.

Standing on desks, chairs or other furniture is **not** permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

#### **Risk Assessment for Work at Height**

The Competent Person (Headteacher) is responsible for ensuring the completion of risk assessments for all working at height tasks in the School.

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

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

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

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

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

### **Using Ladders (including stepladders)**

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

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

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

Only those persons who have been trained to use ladders safely may use them. All ladders should be secured against unauthorised use them. All ladders should be secured against unauthorised use.

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

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

- a secure handhold and support are available at all times;
- three points of contact should be maintained at all times;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Staff should not work at height when they are alone. If they are planning to use a step ladder they should ask the Competent Person (Headteacher) to arrange for help for them to erect it properly and have an assistant to hold the ladder steady and pass them the materials needed. The waist should be no higher than the top platform of the ladder, staff should never overreach and should always try to keep one hand free

on the ladder to steady themselves.

### **Equipment identification/inspection**

The Competent Person (Headteacher) is responsible for the purchase and maintenance of all ladders in the School.

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

Equipment for work at height should be inspected prior to use and by a Competent Person (Headteacher) termly/6 monthly. The nature of the inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a Competent Person (Headteacher) must inspect these prior to its first use and thereafter every 7 days for the period that it remains in place. Only persons that have received the appropriate training ([PASMA](#)) can erect, alter, inspect and dismantle tower scaffolds.

### **50. Work Experience Placements (Pupils)**

This relates to the placement of pupils on employers' premises in which they carry out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

### **Working hours**

[The Working Time Regulations](#) apply to pupils on work placements. Pupils should not work for more than five days in any consecutive seven-day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, School and pupils. Pupils should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

Pupils may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Pupils are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

### **Safeguarding**

There is no requirement to DBS check all staff of the host employer that may come into contact with a pupil on placement. Only a member of staff with day to day responsibility for the pupil or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check.

In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place. However, DBS checks must be **considered** in all of the following

cases:

1. Pupils identified as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).
2. Pupils on placements lasting more than 15 days over an extended period, especially where these involve:
  - regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time).
  - placements located in particularly isolated environments with 1:1 working.
  - placements involving a high degree of travelling on a 1:1 basis.
3. Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- School staff or other partners who arrange, vet or monitor the work placements should have training in child protection.
- Employers, supervisors or training providers hosting pupils should be asked to endorse a child protection policy or statement of principles.
- School policies and procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement.
- Pupils should also be given clear advice and a point of contact in the School in case of any problems.

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- For short-term extended work experience for half a day or a day a week lasting one term or less.
- For block placements lasting up to three weeks.
- Where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time.
- Where people will have contact with children/ young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work.
- Where the placement involves secondary age pupils undertaking voluntary work, citizenship or vocational studies or work experience in other schools. In these cases, the School should ensure that they are suitable for the placement in question. (Reference: [‘The Work-Related Learning Guide \(Second Edition\) 2009’](#)).

## **51. Policy Review**

The School will monitor and review the implementation and impact of this Policy annually. This may occur earlier should there be a change in legislation, statutory

guidance or an event or incident in the School which makes this necessary.