



**South Manchester  
Learning Trust**

## **Altrincham College**

### **Health and Safety Policy**

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## **BACKGROUND**

### **STATEMENT OF THE GOVERNING BODY**

The Governing Body of Altrincham College recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, students and others affected by their activities, actions or omissions.

The Headteacher will provide leadership in matters of Health and Safety within the School and promote a safe and healthy working environment. The Headteacher will make the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate persons, to monitor the implementation of the arrangements, and keep them under review.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

## **PRINCIPLES**

The Governors and Senior Leaders of Altrincham College are committed to providing and maintaining a working and learning environment that is safe and to the sensible management of risks involved in its activities.

Altrincham College is committed to high quality training for all its employees (and students where applicable). Employees are expected to be engaged with ensuring the health and safety of themselves, and the whole school community.

Altrincham College is committed to:

- identifying and managing health and safety risks
- following Health & Safety advice
- regularly monitoring, reporting and reviewing health & safety, including working practice and risk assessments.

## **AIMS**

The Headteacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the Health and Safety Policy with a view to achieving the following:

- Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements.
- Commitment to a planned approach to managing health and safety ensuring the framework set by the Policy is implemented, monitored and reviewed.
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.
- Responsibility is properly delegated and accepted at all levels of management.
- Provision of a safe working environment for all employees, and working conditions, which do not involve any risk to health.
- Provision of a safe environment for students and any other persons visiting the premises (e.g. parents/carers, social care employees, and contractors).
- Staff receive adequate information, instruction, training and supervision to enable them to work safely.

- Provision of formal teaching on health and safety matters in the curriculum so that the students are made aware of these issues and of their own rights and responsibilities.
- Equipment provided is safe, maintained and suitable for use and that adequate arrangements are in place to maintain the equipment.
- Appropriate measures are taken to remove hazards and where the hazards cannot be removed reduce risk arising from them as low as is reasonably practicable.
- Bringing to the attention of appropriate employees all known health and safety hazards.
- Ensuring that appropriate steps are taken to ensure that rules and procedures governing the School's activities, including emergencies, are formulated, observed and enforced.
- Ensuring that there are formal procedures in place for the prompt reporting of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and that any preventative measures are put in place to prevent a recurrence.

## **PRACTICE**

The following procedures and arrangements have been established within the School to minimise health and safety risks to an acceptable level:

### **Access and Egress**

The School is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the School will ensure, so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in 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.
- 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 personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Manager will ensure that regular inspections are undertaken.

All visitors must report to Reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge.

### **Accident Reporting, Recording and Investigation**

The School defines an accident as:

An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, e.g. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The school defines a near miss as:

An unplanned or unforeseen event that does not cause injury or damage, but could have done so, e.g. items falling near to personnel; short-circuits on electrical equipment.

The School defines a dangerous occurrence as:

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the

potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown the RIDDOR flowchart.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident file for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur to contractors on site must be reported to the school office and the contractor company.

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 and safe systems of work may require revision following a near miss incident.

### **RIDDOR and Employees**

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises:

- Accidents which result in death or major injury must be reported immediately.
- Accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Specified injuries include:

- A fracture, other than to fingers, thumbs or toes.
- Amputation.
- 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:
  - cover more than 10% of the body, or
  - cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping 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.

See RIDDOR website for a further information ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).

### **Physical Violence**

Some acts of non-consensual physical violence to a person at work, which result in death, major injury or a person being incapacitated for over seven days are reportable. In the case of an over seven-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students should be dealt with in accordance with the Behaviour Policy.

### **Reportable Diseases**

Employers must report occupational diseases (listed at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR.

### **RIDDOR and STUDENTS and other people who are not at work**

Injuries to students and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR if:

- the accident results in the death of the person and arose out of or in connection with the work activity; or
- the accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

Specified injuries and occupational diseases only apply to employees. If a student is absent from school following an incident this is not reportable.

Accidents involving contractors working on school premises are normally reportable by their employer.

It is the responsibility of the Headteacher/Business and Finance Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Business and Finance Director will seek advice from their competent person or via the HSE website [www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm).

### **How to decide if an accident involving a student is reportable**

The responsible person at the school should consider whether the incident is 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).
- The condition of the premises (e.g. poorly maintained or slippery floors).

The incidents above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital.

### **P.E.**

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, student's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

## **Records Management**

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur on the school premises or while undertaking work on behalf of the school must be reported to the Business and Finance Director.

## **Asbestos**

To minimise risk from asbestos containing materials on the School's premises, the School will maintain a safe and healthy environment by producing an asbestos management plan and complying with all regulations concerning the control of asbestos.

The Headteacher must ensure there is an appropriate Asbestos Management Plan. The Site Manager is the person responsible for ensuring the Asbestos Management Plan is reviewed and completing the annual risk assessments.

A copy of the Asbestos management plan, including the asbestos survey, is to be kept by the Site 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 affix things to walls without obtaining approval from the Headteacher.

For more information contact the Site Manager (Andy Mee: [andy@altrinchamcollege.com](mailto:andy@altrinchamcollege.com)).

## **Consultation with Employees**

The School acknowledges that it has a duty to consult with employees regarding matters affecting their health and safety whilst at work. This will be done through school meetings and will be a standard agenda item on all agendas.

## **Construction Work and Contractors**

The School recognises that they have a crucial influence on how projects are run within the School and will ensure that they comply with their duties under the Construction (Design and Management) Regulations 2015.

### Local Contracts

When the School contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities.

The School will ensure the health and safety of its employees, students, visitors (which includes the contractor). In particular, the School will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- Ensure all significant risks on site have been clearly identified;
- Ensure there are arrangements for monitoring and controlling works in progress.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to the appropriate person.
- Ensure all work undertaken by sub-contractors is supervised on a day-to-day basis by the Site Manager/Asst. Site Manager, in order that health and safety standards are monitored.
- Review the overall performance of contractors on a regular basis; contractors whose standards do not meet those of the school will be removed from the approved list.

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- Check work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- Ensure that contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase.

The Headteacher is responsible for the above. Monitoring of the contractors on a day to day basis is the responsibility of the Site Manager.

### **COSHH (Control of Substances Hazardous to Health)**

It is the intention of the School to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The School acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The School recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the School to comply with the control of substances hazardous to health regulations (COSHH) the School will endeavour to hold all the material safety data sheets (MSDS).

A copy of each relevant COSHH risk assessment will be held within the department health and safety file and a copy will be provided to all those persons considered to be at risk.

The School's approach to the regulations is to:

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the School.
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and students and other persons who may be affected by the School's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to:

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

### **Curriculum Safety**

Health and safety is the responsibility of all staff, teachers and support staff and in particular 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 students, other

members of staff, parents or visitors should be noted and reported to the Site Manager, Business and Finance Director or the Headteacher.

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

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. Any technology tooling, staple guns or glue guns should be stored safely.

### **Display Screen Equipment**

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 and job design, information and training.

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. If the test highlights the need for corrective lenses for VDU (visual display unit) use the School will meet the cost for the basic corrective lenses required.

Office based employees will report any display screen equipment issues to their respective Manager.

### **Educational Visits**

All educational visits are carefully planned in advance and full risk assessments are completed in line with the school trip procedure. The Evolve system is used. A letter is sent home for the parents / carers explaining what the trip is about and what might be expected of their child(ren) / ward(s).

Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them and preferably be first aid trained, they should also carry a mobile phone in case of emergency.

The Educational Visits Co-ordinator in the School is Ms Tovey.

### **Electrical Equipment**

The school undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as a minimum, every 5 years by a suitably qualified / approved electrical engineer.

All electrical equipment used by the School will be selected carefully to ensure it is safe and suitable for the environment in which it is used.

Depending on the use and application of the particular item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Employees must not bring electrical equipment into school unless authorised by the Headteacher.

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 secure the health and safety of employees who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and therefore the School will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the School or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to Site Manager as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

The person responsible for ensuring all equipment is tested regularly is the Site Manager.

### **Fire Safety and Procedures**

Altrincham College is committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

The school will in particular ensure that:

- A Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a breakout of fire.
- Means of escape are maintained at all times.
- Fire alarm systems and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Planned emergency evacuations are carried out termly.

In the event of fire, the safety of life shall override all other considerations. Fire risk assessments are undertaken by a qualified professional and an action plan is completed for the recommendations. (Please refer to Fire Safety Policy).

The School will ensure or co-operate with the relevant contractor in ensuring that the fire equipment servicing is carried out regularly. The Site Manager or other nominated member of staff will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the Site Manager. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

The person nominated to carry out checks is the Site Manager:

- Arrangements for evacuation will be placed in each room in the School. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at SLT meetings.
- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

### **First Aid**

The School will follow the statutory requirements for first aid and provide qualified first aid staff who have received training in accordance with health and safety executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained. The guidance issued by the DFE on First Aid for Schools has been adopted by the School.

After all accidents, details must be recorded in the accident log. To ensure compliance with data protection legislation the completed accident forms will be removed and filed in the main offices.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

- Seek medical attention from the School's First Aider or Appointed Person.
- The names of the First Aiders or Appointed Persons are written on the first aid notices which can be found in prominent locations around the School.
- All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the school:

- First aid personnel must inform the Health and Welfare Co-ordinator when their training certification period is nearing expiry (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- The Health and Welfare Co-ordinator must ensure that easy access to first aid equipment is available at all times and must ensure that all first aid boxes are kept replenished.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the health and safety department as soon as possible.

### **Gas Safety**

The Gas Safety (Installation and Use) Regulations 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, fittings or appliances. 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 periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible the School will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.

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

### **Glazing**

All glass in vulnerable windows, doors and side panels should be safety glass. All windows are to be in line with EN standards wherever possible.

If any glazing is damaged this must be reported to the Site Manager as soon as possible who will make safe and take steps to repair as soon as possible. The Site Manager is responsible for making periodic checks of the glazing and recording the findings.

### **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 can cause employees and students to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

The school recognises the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

### **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.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the School's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks. All training will be recorded and retained on each individual employee's personal file for future reference.

Employees will report any problems to the Headteacher.

### **Jewellery**

It is the policy of the school and in the interests of health and safety that the wearing of jewellery is not permitted in school for students (other than a wristwatch). Students wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery.

### **Ladders**

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the school will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The School accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use and must not use ladders if they have not been trained.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Site-specific risk assessments on the use of ladders will be carried out prior to activity.

The Headteacher will ensure that employees are following the systems laid down for their safety.

The School provides alternatives to the use of ladders. Employees will not be instructed in the use of ladders unless a full risk assessment has been completed and it is determined the least risk option.

### **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. It is very important that the system is considered in its entirety.

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.

Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment 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. The assessment will be completed by a person who is competent to do so.

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.

### **Lifting Equipment and Operations**

The School defines lifting equipment as any plant certified for lifting, this includes, passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised and performed by competent people.
- Thoroughly examined and inspected by competent people.

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner.
- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk assessments will be carried out to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

### **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, students 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.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the workforce.

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 a Site Manager.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

### **Lone Working**

The School recognises that, with few exceptions, it is not illegal to lone work. 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 encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. 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.

### **Maintenance / Inspection of Equipment**

The safe use and operation of equipment, machinery and plant is of paramount importance to the School. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the School to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

An inventory of work equipment will be made and kept up to date by the Site Manager. Staff are only allowed to use equipment they have been trained and authorised to use.

The Site Manager is responsible for ensuring all equipment is maintained and inspected.

The School will ensure:

- Ensure any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.

- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the Site Manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Headteacher.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Site specific and statutory inspections are completed to the required standard and frequency and where inspections/servicing have identified the need for remedial action, the Site Manager will ensure this is brought to the attention of the Business and Finance Director.
- Staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

### **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 during their operations. 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.

Employees will be encouraged to follow any system developed by the School for safe manual handling operations. Results of manual handling assessments will be made available to all employees and will be readily available for inspection. 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. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Business and Finance Director.

### **Medication**

Parents/Carers have the prime responsibility for their child(ren)'s health and should provide School with information about their child(ren)'s medical condition(s). For more information please see the Medical Conditions Policy.

There is no legal duty requiring school staff to administer medicines; however, the School recognises that children with medical needs have the same rights of admission to a School or setting as other children. Procedures will be put into place should the need to administer medications to students become necessary. This will be determined on the basis of individual risk assessment following advice from the student's medical practitioner.

### **Mobile Phones**

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

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic, or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

The School does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

### **Alcohol, Drugs and Smoking**

All staff, students and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the school grounds. Drug and/or alcohol abuse in school or affecting performance, may be considered by the school to be a disciplinary matter.

### **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.

Until the School has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their employees. The School can also ask for a certificate from the employee's GP or midwife showing that they are pregnant.

Upon written notification the School will carry out a specific risk assessment. The member of staff will be asked to help with this and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the School.

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.

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

Line Managers will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. Where it is determined that PPE is required, suitable PPE shall be selected and provided at the School's expense.

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

### **Outdoor Areas and PE Equipment**

The outdoor areas are inspected regularly by the Site Manager who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Site Manager and rectified as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Head of Department and any actions/defects found are rectified as soon as possible or if the budget allows.

None of the equipment is to be left in an unsafe condition.

### **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 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.

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

Risk assessments are maintained by relevant stakeholders and Heads of Departments and saved on the school network. A master copy of the risk assessment is also saved in a secure area for access by the Headteacher as required.

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.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

The Headteacher is responsible for coordinating and ensuring risk assessments are carried out.

### **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 is fully compliant under the Equalities Act. In order that this is done effectively, the Headteacher 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. This is especially important in the event of a disabled person wishing to

visit a construction site. In this unlikely event the Headteacher will make the necessary arrangements.

The School will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made.

The Headteacher 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.

### **Staff Well-being / Stress**

It is the School's policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable. The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the School aims to address.

Through the risk assessment process, the School will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome but, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult for employees to talk to their direct Line Manager about the problem face to face, as it might be that this relationship is the cause. The School therefore encourages all members of staff to approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try and assist individuals suffering from stress to deal with the problem. Further information is included in the Health and Wellbeing Guidance Document.

### **Violence to Staff**

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.

The School do not accept any form of violence or aggression against their employees and take appropriate action.

The School will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Keeping detailed records of all past incidents.
- Asking staff whether they feel threatened.
- Being aware of the area where work is to be carried out.
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

### **Working at Height**

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the School shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The School will do all that is reasonably practicable to prevent anyone falling.

The hierarchy below will be used for managing and selecting suitable ways for working at height:

- Use work equipment or other measures to prevent falls where we cannot avoid the task.
- Where we cannot eliminate the risk of a fall, work equipment or other measures to minimise the distance and consequences for a fall should one occur should be used.

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 order to ensure that work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the 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 and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness and 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 and load bearing capacity.
- 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.

### **Work Related Driving**

The School will take all reasonable steps to secure the health and safety of 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

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.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- 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 involving overlong days of work. Seek advice from the Business and Finance Director.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action. Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure

you know your location from the numbers on the marker posts on the side of the hard shoulder.

- Report the development of any health problem that may limit or prevent driving and do not use your vehicle for work until you have received written confirmation that you can do.

### **Young People at Work**

The Health and Safety Executive classify all people under the age of 18 years of age as a “young person”, including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the School’s premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers 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 students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, the School will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any young people are employed or offered work experience, the School will notify the relevant parents/carers of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

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 view 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 people:

- 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/carers.

## **ROLES AND RESPONSIBILITIES**

This section describes the organisation in place for ensuring health and safety in Altrincham College and outlines the allocation of duties and how the management structure operates.

As employers we have a duty to all employees, casual workers, part-time workers, trainees, students, 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.

### **Governing Body**

The Governing Body is responsible for:

- a) Recognising and accepting its responsibilities for the health, safety and welfare of its employees, students and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
- b) Establishing appropriate organisation and effective arrangements for meeting the requirements of the Health and Safety Policy.
- c) Managing the allocation of funding in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- d) Ensuring effective monitoring is carried out to evaluate the health and safety performance of the School by evaluation of relevant inspection reports.

### **CEO**

The CEO is responsible for ensuring that the Trust has an effective Health and Safety Policy in place which meets the needs of the Trust as an organisation/ employer.

In order to achieve this, they will:

- a) Ensure health and safety information is provided to all staff including the Health and Safety Policy and relevant health and safety procedures.
- b) Ensure the school maintains the required standards with regard to health and safety practice and annual health and safety procedures.
- c) Be involved in the investigation of any aspect of significant non-compliance or serious/harm accident and report to the Board as necessary.

### **Headteacher**

The Headteacher is responsible for:

- a) Ensuring the effective planning and implementation of the Health and Safety Policy, incorporating appropriate organisational detail and local arrangements and that all employees are familiar with the Policy and their delegated duties.
- b) Ensuring the effective planning and implementation of the health and safety management system.
- c) Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to all employees, students and visitors to the premises are assessed, prevented or controlled.
- d) Identifying the training needs of employees and arrange for suitable and sufficient training programmes to be provided, ensuring that school staff recognise health and safety as an integral part of their business and that health and safety is given equal status alongside other management functions.
- e) Providing health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Policy;
- f) Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, students and any other users of the establishment.
- g) Arranging and being involved in inspections of the School premises at least once per term and ensuring findings are reported to the relevant Governing Body Committee;

- h) Being prepared and having arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, students and the School environment.
- i) Having arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- j) Ensuring a competent person is employed as the Health and Safety Adviser. Noting and acting upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Adviser and ensuring, where necessary, specialist advice is obtained.
- k) Bringing to the attention of the Governing Body, any significant health and safety issues, involving the Governors in any policy matters and bringing to their attention health and safety guidance received from the competent person.
- l) Ensuring there is an Asbestos Management Plan.
- m) Ensuring contract work on site is carried out appropriately (see Practice section - 'Construction Work and Contractors).
- n) Co-ordinating and ensuring risk assessments are carried out.
- o) With the Director of Business and Finance, investigate any accidents or dangerous occurrences under RIDDOR and contact the national incident centre immediately when necessary.

### **Deputy and Assistant Headteachers**

The Deputy Headteacher(s) will assist the Headteacher in the day-to-day management of the School, and deputise for the Headteacher during any period of absence. This would include ensuring that the duties delegated to the Headteacher are carried out in their absence. The Deputy and Assistant Headteachers:

- a) Lead by example
- b) Ensure that all levels of the school fully understand the arrangements for the implementation of the safety policy.
- c) Assist with ensuring that the policy is reviewed for compliance in line with the school's objectives for health and safety.
- d) Assist with ensuring that details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- e) Assist with ensuring qualified first aid personnel and facilities are provided to address potential hazards on the site.
- f) Deal with violent incidents between students in accordance with the Behaviour Policy.

### **Director of Business and Finance**

On a day to day basis the role of managing health and safety and liaising with staff will be delegated to the Director of Business and Finance who will ensure:

- a) The School health and safety policies and procedures are reviewed regularly, or when significant changes occur, and that these are brought to the attention of all employees (including revisions).
- b) That health and safety is adequately resourced with both time and finances.
- c) That the job descriptions contain specific areas of responsibility for health and safety management and that staff are competent to undertake their roles.
- d) Suitable persons are nominated to undertake key health and safety functions.
- e) That within the School, adequate provision is made for consultation with employees.
- f) Appropriate health and safety procedures and practices to be undertaken by the School.
- g) Bring to the attention of the Governing Body any significant health and safety issues, involving the Governors in any policy matters and bring to their attention health and safety guidance received from the nominated competent person.
- h) All levels of the School staff fully understand the arrangements for the implementation of the safety policy.

- i) The policy is reviewed for compliance in line with the School's objectives for health and safety.
- j) With the Headteacher, investigate any accidents or dangerous occurrences under RIDDOR and contact the national incident centre immediately when necessary

### **Site Manager**

In addition to their responsibilities as employees, the Site Manager/Assistant Site Manager are responsible to the Headteacher for any duties which are delegated to them by the Headteacher, in support of meeting the needs of the Health and Safety Policy.

The Site Manager will:

- a) Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, students and visitors to the premises.
- b) Ensure contractors are briefed on site safety before any work takes place and prior to each working session and make contractors aware of the School Health and Safety Policy, fire and emergency procedures.
- c) Ensure that all premises users and visitors are made aware of any activities or conditions that could create risk to their health and safety and of the emergency evacuation procedures.
- d) Ensure relevant statutory signs and notices are provided and displayed in prominent positions.
- e) Ensure procedures are in place for site security along with details for contacting emergency services.
- f) Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- g) Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- h) Ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- i) Ensure safe access and egress is provided and maintained at all times throughout the site.
- j) Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the school.
- k) Ensure that work equipment including fire-fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records.
- l) Ensure that routine cleaning work is carried out to an appropriate standard.
- m) Ensure that maintenance work and repairs required (for example to internal doors and windows) are reported to the appropriate person and carried out adequately and safely.
- n) Ensure that general building and maintenance work is carried out by appropriately qualified and experienced trades people in compliance with the building regulations.
- o) Ensure that testing, inspection and maintenance, work in relation to electrical, gas, lifts, water, fire safety and other installations and equipment is carried out by appropriately qualified and experienced trades people to current legislation and standards.
- p) Ensure the safe condition, operation, maintenance and storage of equipment on the premises.
- q) Ensure the safe use, handling, storage and transport of substances on the premises;
- r) Seeking advice where unsure of the competence of trade persons or the current legislation and standards.
- s) Make provision for the inspection and maintenance of general work equipment throughout the School.
- t) Ensure risk assessments are carried out and reviewed on a regular basis.
- u) Ensure that safe access and egress is maintained in all areas by carrying out regular inspections.
- v) Ensure the Asbestos Management Plan is reviewed and complete the annual risk assessments.
- w) Supervise contractors working in school on a day-to-day basis in order that health and safety standards are monitored.

- x) Check work carried out by contractors has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

### **Middle Leaders**

Heads of Department and Heads of Year are accountable to the Headteacher for the safety of persons under their control.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, and have overall day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility. It is also the responsibility of the middle leaders to assist with the writing of health and safety risk assessments, safe systems of work and procedures for all processes and work activities in which their department is engaged.

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

- a) The employees (teaching and non-teaching) are: -
  - familiar with the requirements of the School's Health and Safety Policies;
  - made aware of the hazards in their areas of activity;
  - familiar with safe methods of work;
  - aware of action to be taken in an emergency;
  - aware of the First Aid facilities available.
- b) Safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate.
- c) They inform the Headteacher of all accidents and incidents and to assist in the investigation.
- d) They initiate or recommend necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition and make provision for any inspections.
- e) They set and maintain high standards of safe working/environment at all times and that staff, students and others under their jurisdiction are instructed in safe working practices.
- f) They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety.

### **Class Teachers**

The safety of students in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- a) Raise any health and safety concerns outside their control related to their class area with their immediate manager.
- b) Exercise effective supervision of students 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.
- c) Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied.
- d) Ensure that appropriate and direct supervision is provided for students.
- e) Give clear instructions and warnings to students as often as necessary.
- f) Ensure that the school's Behaviour Policy is followed in all activities.
- g) Assess risk when planning activities and ensure that measures are in place to minimise the risks identified.
- h) Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety and specific guidance to members of staff.
- i) Set a good example and follow safe working procedures personally.
- j) Ensure the use of protective clothing and guards where necessary.
- k) Ensure that staff, 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.
- l) Alert more senior staff to any health and safety concerns.
- m) Build in safety education in curriculum planning.

- n) Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

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

### **All Employees**

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

All employees are expected to:

- a) Take due care of their own health and safety and that of other persons working with them.
- b) Take due care of students' safety, taking account of the students' ability to manage risk and guard against common dangers.
- c) Co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety.
- d) Use work equipment provided correctly in accordance with manufacturer's instructions and training.
- e) Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- f) Report any damage to the site or any fixtures, fittings or equipment.
- g) Raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable the Business and Finance Director.
- h) 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.
- i) Co-operating fully with their Manager on all matters pertaining to their health and safety at work.
- j) Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- k) Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- l) Observe safety rules, comply with codes of practice, corporate and departmental health and safety policies and guidance, and adhere to safe working procedures at all times;
- m) Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- n) Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- o) Attend local health and safety and safety induction on their first day of employment.
- p) Follow COSHH guidelines.
- q) Ensure they use PPE where it is provided.

### **Health and Safety Adviser**

It is the responsibility of the Health and Safety Adviser to:

- a) Act as the school's "Competent" person (in conjunction with the Headteacher) on all health and safety issues, as required under The Management of Health and Safety at Work Regulations 1999 (as amended).
- b) Assist with and maintain the schools Health and Safety Policy document.

- c) Provide information and guidance to the Headteacher and Leadership Team on new health and safety legislation, guidance and research relevant to the school's operations
- d) Provide, upon request, general health and safety advice to schools.
- e) Report to the Headteacher regarding the school's health and safety performance.
- f) Undertake health and safety audits of the school or departments therein on an annual basis.
- g) Assist with any RIDDOR reportable or significant accident investigation.
- h) Provide training to employees on relevant health and safety matters.

## **MONITORING AND EVALUATION**

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

Relevant risk assessments and safe systems of work may require revision following a near miss incident.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

An inventory of work equipment will be made and kept up to date by the Site Manager. Staff are only allowed to use equipment they have been trained and authorised to use.

The results of the manual handling risk assessments will be communicated to relevant employees.

Employees will report hazardous handling activities to the Business and Finance Director.

Health and Safety updates will regularly be provided for Governors.

Health and Safety is a standing item on all meeting agendas within School.