



# Park School for Girls Health & Safety Policy

## Revised September 2018

Review date September 2019 or when changes to aspects of the policy change

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**This policy applies to the whole school, including the EYFS**

## **Policy Statement for Health and Safety**

This policy recognises and interprets the responsibility of the Board of Governors and the Head Teacher for the health, safety and well-being of all employees (all paid staff), pupils, parents and visitors.

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent amendments and Regulations. Guidance has been taken from DfE documents “Health and Safety advice on legal duties and powers (2014)” and “Sensible Health and Safety Management in Schools”

This policy will be reviewed annually. It will be added to or modified as necessary, at the annual review or when changes occur to any aspect outlined within this policy.

This policy should be read in conjunction with other school policies and supporting documentation, including:-

- Fire Safety
- Fire Risk assessment
- Educational visits
- First Aid Policy

It is the policy of Park School for Girls to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire and health and safety
- Outline the responsibilities and arrangements we have for complying with our fire and health and safety obligations
- Endeavour to comply with all our relevant fire and health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support where appropriate
- Undertake regular reviews of fire and health and safety performance of all operational areas
- Learn from accidents and incidents
- Consult with employees on matters affecting their health and safety
- Employ individuals who are suitable and competent
- Provide information, instruction and training which enable employees, pupils, parents and visitors to undertake their tasks safely

- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire and health and safety
- Provide sufficient premises and resources that are well maintained and to the required standards for use, to enable the standards outlined in this policy to be met.
- Provide safe access and egress for all.
- Review and if necessary amend this policy annually or when significant changes occur
- Monitor standards of Health and Safety through the H&S Committee

## Organisation structure and responsibilities for health and safety



**Board of Governors** – The Board of Governors have the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation, as well as supporting the Head Teacher and her team in achieving realistic health and safety solutions. The Board of Governors has a statutory duty to ensure health and safety of all persons legally on the school premises and it accepts its corporate responsibility as an employer. All reasonable steps will be taken to fulfil this responsibility.

**Head Teacher** - The Head Teacher is the most senior member of staff within the school with specific responsibility for fire and health and safety. She delegates the operational responsibility for the successful management of health and safety through the existing management structure with the guidance and assistance of the Board of Governors and the Health and Safety committee. She endeavours to ensure that sufficient and effective resources are made available to enable health and safety to be properly addressed throughout the school.

In the Head Teacher's absence the Assistant Head Teacher, or whoever the Head Teacher nominates, will assume this responsibility.

**Health and Safety Committee** -. The Health and Safety committee will comprise:-

- Head Teacher
- Health and Safety Co-ordinator
- Bursar
- Head of Prep Department
- Examinations Officer

The School E safety officer may be invited to attend as required.

The nominated Health and Safety Governor is Mr M Ahmed. Mr Ahmed will be copied on all minutes and may attend if appropriate.

The committee will meet at least once a term, but the Bursar and Health and Safety Co-ordinator will meet at least 3 times a term to consider work in progress. In particular the following will be reviewed:-

- Accident and medical logs
- Health and safety log (including Maintenance log)
- Fire evacuation logs

The Head Teacher is required to:

- Set up arrangements to cover all health and safety legal requirement.
- Monitor the effectiveness of all the health and safety arrangements.
- Produce a written statement to be approved by the Board of Governors and ensure it is brought to the attention of all employees. The statement must be regularly reviewed and updated when necessary with changes being highlighted to employees.
- Resolve health and safety issues
- Keep a record of relevant and current guidance documents.
- Ensure all areas of the site are inspected every term.
- Ensure that a system for reporting, recording and investigating all health and safety issues is established and maintained.
- Ensure that all reasonable steps are taken to prevent recurrences of reported health and safety issues.
- Ensure that all employees, pupils, parents and visitors are made aware of any hazards on site.
- Ensure that safe systems and methods of work are in place.
- Ensure that safety clothing and equipment is appropriate and maintained correctly, for the task intended
- Ensure that effective arrangements are place to ensure rapid and safe evacuation of all in case of fire or any emergency.
- Ensure that all new employees, pupils, parents and visitors are made aware of the health and safety policy and in particular any guidance specific to them.
- Ensure that employees receive proper training in procedures and equipment use, to enable them to undertake their duties and activities safely.

In keeping with current advice from the Government and HSE, a formal approval process for educational visits and trips will be in place. This Head Teacher's role is to oversee the quality and risk management aspects of visits on behalf of the Governing Body. The Head Teacher is required to:

- Ensure educational visits meet the school's requirements
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems and monitor practice
- Keep up to date with the current requirements on the types of visits and trips undertaken by the organisation

**Health and safety co-ordinator** – is required to:

- Maintain the health and safety manual
- Chair health and safety committee meetings
- Be the point of contact for school inspections in respect of health and safety
- Arrange health and safety induction for new staff
- Maintain a record of first aiders, including renewal dates for training
- Maintain a file of school safety checks for inspection
- Ensure risk assessments are current
- Ensure that staff are aware of risk assessment policies and procedures

**Bursar** – is required to:

- Meet with Health and Safety Co-ordinator and Head Teacher separately or together to discuss on going issues
- Ensure all electrical equipment is PAT tested annually
- Ensure all Fire fighting equipment is serviced annually
- Ensure the Fire Alarm and Intruder alarm are serviced every 6 months
- Ensure electric systems are checked regularly by a qualified Electrician in accordance with current requirements.
- Ensure all Gas boilers are serviced every 6 months
- Monitor Legionella by regular water testing and liaise with the Caretaker to ensure all water supply is clean and fresh
- Monitor the Health and Safety log (including the Maintenance log) and ensure issues raised are dealt with in a timely fashion
- Review any accident reports, incidents and near misses with the Health and Safety Co-ordinator Officer to ensure remedial action is taken

**School secretary** – is required to:

- Maintain the pupils' medical information
- Ensure medicines held within school are to date and parental consent is in place to administer them

**Senior First Aider** – is required to

- Ensure first aid kits are fully stocked
- Ensure that First aid kits are taken on all school trips
- Ensure medical consent forms are up to date
- In the case of RIDDOR incidents, liaise with the Bursar to ensure any incidents are correctly and timely reported
- Ensure that any medicines administered are correctly reported as soon as administered

**External Advisors** - This function is currently carried out by companies appointed by the Board of Governor's or the Health and Safety committee from time to time. The Health and Safety committee will advise the Board of Governors when they consider a consultation visit advisable.

**Heads of Department** – Each Head of Department is responsible for the successful management of health and safety within their area of authority.

They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of fire and health and safety and to ensure that sufficient and effective supervision and resources are made available to enable them to fulfil this requirement.

Each Head of Department is required to implement the arrangements outlined in this Policy for fire and health and safety as they affect their area of operation and to advise the Head Teacher of any health and safety issues or concerns.

In particular, each Head of Department, with the assistance of their departmental staff, is required to:

- Identify and report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct and train relevant staff, pupils and visitors with regard to the required safety precautions
- Ensure any issues are recorded and have been resolved satisfactorily.
- Ensure that remedial action is taken
- Write risk assessments when required and annually review them, or in response to an accident or incident

**Staff with supervisory responsibilities** – Sometimes, staff will assume supervisory duties and responsibilities. Each member of staff with supervisory responsibility is required to set a positive example and provide support and guidance to the people under their control to enable them to maintain good standards of fire safety and health and safety.

Each member of staff with supervisory responsibility is required to undertake the fire safety and health and safety requirements as required by their Head of Department. In particular, they are to ensure that staff and other people under their control are instructed on, and follow the fire safety and health and safety rules and procedures applicable to their areas of responsibility. They are also required to take immediate preventative action in the event of a hazardous situation and to report any problems that they cannot effectively deal with to their manager or the Head Teacher.

**All employees** – Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire safety and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and safety.

**Staff involvement in health and safety** - In recognition of the importance of involving the members of staff in health and safety, the school discusses health and safety at team meetings.

The health and safety committee meets at least once a term. All employees have the opportunity to discuss issues with the health and safety co-ordinator, the bursar or the Head Teacher.

**Science technician** – In keeping with relevant Government and HSE guidelines the laboratory technician is responsible for and required to:

- Ensure safety of the preparation rooms and any other chemical or equipment storage areas
- Ensure that all equipment is maintained and serviced as necessary, in line with relevant guidelines and statutory requirements.
- Ensure that resources are stored correctly
- Ensure that resources provided for use in lessons are suitably contained and labelled
- Keep an up to date knowledge on use and storage of resources and chemicals used within the science department

# Health and Safety Rules

## Introduction

The Board of Governors requires all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to the School, and may lead to disciplinary action

Please speak to your Head of Department or the Headteacher if you do not understand what is expected of you, or if you are unsure about any aspect of these rules.

## General rules

- Staff have a positive duty to follow the School's fire and health and safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury

## Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported and investigated at the time
- Inform the Head Teacher of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

## Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment

## Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened and that fire notices are clearly visible

### **Harmful substances**

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

### **Information, instruction and training**

- Always follow the safety instructions you have been given, either verbally or in writing
- Follow the safety requirements given in handbooks, risk assessments, policies, procedures and information provided with equipment and chemical substances
- Observe the safety signs and notices that are displayed
- Speak to the Head Teacher if you do not understand any safety information, instruction or training given to you
- Do not deface or remove any safety sign or information displayed

### **Lone working**

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with the Head Teacher

### **Machinery and equipment safety**

- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Do not undertake repairs and maintenance on machinery and equipment
- Do not use machinery or equipment that is damaged, nor allow others to do so

### **Moving and handling**

- Do not underestimate the risk of injury from moving and handling tasks
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

### **Occupational health**

- Immediately inform The Head Teacher if you are suffering from any aches or pains as result of any repetitive tasks that you are required to carry out
- Report any medical condition that you may have that is not work related to the Head Teacher if it is likely to be made worse by the repetitive nature of the tasks that you carry out
- Co-operate with any occupational health surveillance programme put in place for your own health and safety

### **Protective clothing and equipment**

- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition
- Report immediately to the health and safety co-ordinator any unsuitable, defective or lost items
- Teachers will ensure that students will always be instructed to wear appropriate PPE when undertaking any hazardous activity

### **Slips, trips and falls**

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Keep to the paths, corridors and walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Only undertake work at height if it has been risk assessed and it is safe to do so

### **Transport and work related road safety**

- Never drive or operate a vehicle if you are not authorised and insured to do so or do not hold the appropriate licence
- Inform the Head teacher of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code and drive defensively
- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless you are safely parked or need to call 999 or 112 in an emergency and it is unsafe or impractical to stop.

# ***Management Arrangements for Implementing Health and Safety***

## **Introduction**

The following sections outline in brief the fire and health and safety management arrangements for meeting the specific legal requirements of the School. Those that are not yet fully implemented will be worked upon and when changes are needed to reflect changes in the law and best practice, they will be updated.

Employees are required to implement the fire and health and safety arrangements that are relevant to their areas of responsibility.

## **Asbestos**

- The School had a survey carried out in December 2008 by a Tersus Asbestos, a qualified specialist company which found no traces of asbestos on site. The School leadership are conscious of the effects of Asbestos but believe that the site is asbestos free.

## **Contractors**

- All non emergency work will be scheduled for times when the majority of students are off site
- All contractors and visitors must report to Reception and sign in on arrival.
- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to pupil areas and are capable of carrying out tasks required of them. The school office ensures that the identity of the contractor is confirmed before any work is undertaken.
- If students are on site, a member of staff will supervise contractors as they work and ensure students are kept away from the work area as appropriate,
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done
- Contract terms and insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises

## **Contingency planning**

- Potential critical incidents are identified as part of the risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking the plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

## **COSHH**

- Risks to health from exposure to hazardous substances are risk assessed based on data provided in Material Safety Data Sheets or HazChem cards in conjunction with the likelihood of exposure and time length of exposure.
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained and competent
- Equipment provided to control exposure to hazardous substances are maintained in effective working order and inspected in accordance with statutory requirements

- The School subscribe to CLEAPPS to support safety management in the Science department.

### **Computer users**

- 'Users' as defined under current legislation are in general interpreted as staff who use computer equipment for at least an hour or more at a time on a daily basis
- A specific risk assessment is done of each workstation, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation
- "Users" are advised about the opportunity for free eyesight tests and the purchase of any corrective lenses, when they are required specifically for using display screen equipment
- The software used is suitable for the task.
- Aspects of IT security, including filtering and security issues, are covered in the IT and E-safety policy.

### **Drug and medicines**

- Medication will only take place with the written consent of parents/guardians
- Any 'over-the-counter' medication is strictly controlled by the school administrator
- Records are kept over the use of medication and parents/guardians are informed of the medication administered
- All staff responsible for the administration of medication are trained

### **Educational visits and activities**

- All trips and activities are authorised, planned and risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios and the competence of supervision are determined by risk assessment
- Visits and activities support the ethos and the educational identity of the School

### **Electrics**

- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply must use a residual current device circuit breaker or other similar electrical safety device

### **Events**

- Events are planned, managed and risk assessed by people who are competent
- Each event has a nominated person (normally the person arranging the event with assistance from the Head Teacher if required) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls
- A post event analysis may be carried out to learn any lessons and to inform risk assessment

### **Expectant and new mothers**

- A detailed risk assessment is carried out with the member of staff or volunteer who informs the Head Teacher that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made the Head Teacher aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

### **External areas**

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, walls and external buildings/storage areas checked for safety
- The Early years teachers will be responsible for all play and learning resources and these will be checked daily for safety. There are no items of equipment on site that have been identified as a major hazard.

### **Fire safety**

- A fire risk assessment is carried out and any remedial measures identified are implemented within appropriate time frames.
- The fire risk assessment is reviewed annually or when there are significant changes to the layout of the operations within the school. The fire risk assessment is undertaken every 3 years as a minimum.
- A fire emergency action plan is established and updated as necessary.
- Termly fire evacuation drills are carried out, reviewed and evaluated
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

### **First aid and accident reporting**

- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, out of hours activities, functions and for educational visits
- First aid kits are checked and replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform risk assessment
- Serious injuries at school are reported to RIDDOR within 7 days

### **Food safety**

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair
- The School does not provide lunch prepared on site. Students are asked to bring a packed lunch in accordance with their dietary requirements. The School is designated as a Nut free school to reduce the risk of anaphylaxis

### **General building & equipment maintenance**

- The buildings, their fittings and decorations are maintained in a safe condition

- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

### **General premises safety**

- Regular inspections of premises fire and health and safety provisions are carried out
- A maintenance log is in place for reporting damage or deficiencies to premises and facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, and are kept free of obstruction
- Portable residual current devices (RCD's) are provided where necessary (eg for use by visiting artists, use of electrical equipment outside).
- Glazing throughout the premises is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary
- There is strictly no smoking throughout the school site.

### **Health and safety in the curriculum**

- Pupils are taught about hazards and risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health and safety requirements where necessary

### **Legionella**

- A combination of temperature control, physical checks and disinfection is in place to manage the risk of legionella from our water systems
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through
- A system is in place for the external testing of water samples

### **Moving and handling of pupils and equipment**

- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment
- All staff are advised on the correct methods of the moving and handling aspects of their work

### **Occupational health**

- Staff in certain jobs are required to pass a fitness to work medical questionnaire prior to starting employment
- The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
- An individual's health surveillance records are kept as confidential information
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary

## **On site Vehicle movement**

- It is not possible for a vehicle to gain access into the school.
- Parking is available on the school forecourt for staff and some visitors. Parents are asked not to park on the forecourt and to park responsibly in Park Avenue or surrounding roads.
- All drivers will exercise extreme caution when entering and leaving, and drivers are asked not to leave the car park between 15.25 and 15.40 as the students are leaving.

## **Personal protective equipment**

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction and training on the use and care of personal protective equipment is provided where necessary
- Sufficient supplies of personal protective equipment are kept available

## **Physical education equipment**

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

## **Play equipment**

- Play equipment is designed, installed and used in accordance with the suppliers' requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

## **Risk assessments**

- Staff who undertake risk assessments are competent due to their experience and knowledge
- Risk assessments are undertaken to identify significant risks associated with the school buildings, activities and people
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated and acted upon
- Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel
- Staff undertaking risk assessments will be given guidance in carrying out assessments

## **Safety awareness, induction and information**

- A copy of the health and safety policy statement is displayed in staff room
- Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and training is provided for all staff. This training is documented
- Information required by law to be displayed or made available to staff is achieved by a combination of individual issue, being available on school shared area within the computer network, being displayed in the staff room and through discussion at team briefings

## **Security**

- Staff appointments are subject to rigorous reference and clearance checks
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities.
- Access to the school site is via 5 entrances. Students enter and leave through the student entrance each day and this is manned by at least one member of staff when open. It can only be opened by swipe card or by activation of the fire alarm.
- The PE doors are only used by students attending PE activities and are constantly manned and supervised when used. The music room and “Cottage door” are only used in emergency, or to receive deliveries and will be supervised whenever opened.
- During the day, all visitors, staff and students enter and leave through the main reception door. It is operated by a coded key paid from outside and only staff are aware of the code.

### **Science and Design and Technology areas**

- Risk assessments are carried out to ensure that the appropriate controls are in place for science and design and technology activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Premises, equipment and class size are suitable for activities

### **Sports and after school activities**

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the school teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

### **Stress**

- The approach to stress management is guided by the Health and Safety Executive published Stress Management Standards
- The Head Teacher is able to identify causes of stress and their effects upon staff
- All claims of ill health due to workplace stress are documented and investigated
- All members of staff are encouraged to report any stress related concerns to the Head Teacher or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency
- The Head Teacher periodically audits the efficacy of supervision arrangements

### **Teaching and office areas**

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong and secure and suitable for the materials stored on it.
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over

- Steps, hop-ups or stepladders are provided to gain access to high level storage

#### **Transport and work related road safety**

- Transport arranged by the school is suitable for the task and passengers
- Contracted transport providers are vetted on a regular basis
- The suitability of drivers and vehicles used when driving on behalf of the school are checked

#### **Violence to staff**

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards staff
- Staff who may be exposed to challenging behaviour situations are supported in how to manage the situation
- Any counselling or post-incident assistance required by the employees will be provided by the school

#### **Work equipment**

- Work equipment provided is suitable and safe for the tasks intended
- Work equipment is maintained, inspected and tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified

#### **Work at height**

- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable training and equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out
- All ladders and stepladders must be confirmed as suitable for the task

