



Be Proud to be Southfield

Health and Safety Policy

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Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
Headline Information	Owner changed from Julie Tailby to Ben Welsford
34.2	Updated to correct that a D1 license is only required to drive minibuses when the Maximum Authorised Mass (MAM) of the vehicle is over 3.5 tonnes or if a trailer is being towed.

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
ACOP	Approved Code of Practice and Guidance Document
ACM	Asbestos Containing Materials
COSHH	Control of Substances Hazardous to Health
DBS	Disclosure Barring Service
DSE	Display Screen Equipment
EVC	Educational Visits Coordinator
H&S	Health and Safety
MSDS	Material Safety Data Sheets
PPE	Personal Protective Equipment

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Be Proud to be Southfield

1. Introduction

- 1.1 This policy statement relates to Southfield School's overall approach to the management of health and safety at work.
- 1.2 Southfield School aims to provide a safe and healthy work environment for all its students, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.
- 1.3 The school's objectives are to prevent all injuries, wherever possible, and to establish safe working practices throughout all areas.
- 1.4 The school acknowledges that it is its duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defect that may affect the health of those using them.
- 1.5 It is, therefore, the school policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, students and other users of the school premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act of endangering others.

2. Aims of the Policy

- 2.1 The aims of this policy are to set down the broad approach which Southfield School will take towards the management of health and safety in the workplace. These include:
 - Reinforcing the school's commitment to the provision of a healthy and safe environment for all its students, employees, visitors and contractors,
 - Setting down a framework for risk assessment,
 - Reminding all students, employees, visitors, contractors and other persons acting on behalf of the school of their responsibilities in terms of health and safety at work issues,
 - Providing advice, information and training relating to all aspects of health and safety to all students, employees, visitors and contractors, as necessary.



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3. General Statement of Intent

- 3.1 Where 'Southfield School' is referred to as the employer, this should be understood to mean Orbis Education Trust as the overall employing body, of which Southfield School is a part.
- 3.2 Southfield School is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, both as an employer and as a school.
- 3.3 The main responsibility for health and safety lies with the Trust Board.
- 3.4 To comply with its statutory and common law duties, Southfield School has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of Southfield School.
- 3.5 Southfield School employees agree, as part of their contract of employment, to comply with their individual duties, under both the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and will co-operate with the school to enable it to fulfil its health and safety duties under the act.
- 3.6 In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Southfield School has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to its statutory duty to provide an accident book.
- 3.7 Southfield School will comply with its duties towards employees, under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:
- provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work;
 - ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees;
 - make regular risk assessments available to employees;
 - take appropriate preventive/protective measures;
 - provide employees with health surveillance where necessary;
 - appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.
- 3.8 This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work Act 1974 and binds all trustees, governors, managers and employees, in the interest of students, employees, contractors and visitors. We request that our staff, students, contractors and visitors respect this policy, a copy of which can be obtained on request.



Chair of the Trust Board



Chair of the Local Governing Body



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4. Responsibilities

4.1 The Trust Board

- 4.1.1. The Trust Board has ultimate responsibility for ensuring that the school fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of policies concerned with health, safety, welfare and environmental protection.
- 4.1.2. The Trust Board will, also, ensure that school policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, the Chair of the Trust Board will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.
- 4.1.3. The Trust Board will ensure the appointment of one or more health and safety consultants to assist the school in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.
- 4.1.4. The Trust Board is responsible for implementing the school's Health and Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

4.2 Headteacher

- 4.2.1. The Headteacher is responsible for overseeing and monitoring health & safety procedures within the school and ensuring that:
- This policy is implemented and communicated to all necessary personnel,
 - Suitable and sufficient risk assessments are carried out for all tasks and activities, and that those risk assessments are reviewed periodically or when circumstances change,
 - Safe methods of working are developed and implemented,
 - Fire precautions and emergency procedures are implemented and communicated to all staff, students, contractors and visitors,
 - All hazardous substances are identified, assessed and the appropriate precautions implemented,
 - All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
 - Induction training is provided to all employees prior to commencing work for the school,
 - All necessary Personal Protective Equipment (PPE) is provided, maintained and replaced as necessary,
 - All employees are provided with training, instruction and supervision appropriate to their role and responsibilities,
 - Inspections are carried out to ensure that workplaces remain, as far as is reasonably practicable, safe and without risks to the safety and health of



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students, staff, contractors, visitors and other persons who may be affected by the school's activities,

- Adequate first aid arrangements, training and equipment are in place,
- All accidents and dangerous occurrences are reported in accordance with statutory requirements and school policy, and are fully investigated,
- Adequate welfare facilities are provided, maintained and cleaned.

4.3 Orbis Executive Director (Enrichment and Compliance)

4.3.1. The Orbis Executive Director (Enrichment and Compliance) is responsible for the development and co-ordination of the health and safety programme and overseeing and monitoring health & safety issues within the trust, on behalf of the CEO, and ensuring that:

- Develop and agree, with the Trust Board and Headteacher, the health and safety programme,
- Advise on, co-ordinate, conduct and monitor health and safety training as required,
- Keep a watching brief on any changes to relevant legislation and inform the Trust Board and
- Headteacher of those changes,
- The Health and Safety Policies are monitored and updated annually.
- Provide guidance, advice and support to all students, staff and visitors regarding their health
- & safety responsibilities and duties,
- Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the school and that those risk assessments are reviewed periodically or when circumstances change,
- Ensure that adequate emergency procedures are developed and maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training,
- To ensure that adequate first aid arrangements and training are in place,
- Report all accidents to the Headteacher,
- Report all accidents to the Health and Safety Executive in accordance with the Reporting of
- Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR),
- Promote responsible attitudes towards health and safety throughout the school,
- The monthly Health and Safety meeting is chaired and actions are brought to a satisfactory conclusion.
- Ensure that an effective Health and Safety System of working is actioned/recorded and maintained throughout the school.
- The Trust Board is kept informed of all relevant Health and Safety issues and are sufficiently prepared to conduct an annual walk round.
- All Accident Forms within the trust are reviewed by the Assistant Headteacher and, where necessary, discussed with the Headteacher, Estates Director or Health and Safety Consultant.



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4.4 Orbis Executive Director (Estates)

4.4.1. The Executive Director (Estates) is responsible for ensuring that the trust estate is managed in a fully compliant manner with all relevant legislation in liaison with the Orbis Executive Director (Enrichment and Compliance). In particular, the Estates Director will:

- The Health and Safety Policies are monitored and updated annually.
- Liaise with the Finance and Audit Committee on matters of health and safety,
- Keep a watching brief on any changes to relevant legislation and inform the Trust Board and Headteacher of those changes,
- Provide guidance, advice and support to all contractors regarding their health & safety responsibilities and duties,
- Ensure that any capital works commissions at any trust school are completed in full accordance with all relevant health and safety legislation,
- Ensure that all statutory tests, inspection and maintenance of safety systems, installations and equipment at the premises are carried out and that adequate records of such are retained,
- Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the school and that those risk assessments are reviewed periodically or when circumstances change,
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary,
- To ensure that adequate first aid arrangements and equipment are in place,
- Promote responsible attitudes towards health and safety throughout the school,
- Ensure that an effective Health and Safety System of working is actioned/recorded and maintained throughout the school.

4.5 Assistant Headteacher (with responsibility for Health and Safety)

4.5.1. The Assistant Headteacher (with responsibility for Health & Safety) is responsible for overseeing and monitoring health & safety issues within the school, on behalf of the Headteacher, and ensuring that:

- The Health and Safety Policy is monitored and updated annually.
- They attend the monthly Health and Safety meeting and actions are brought to a satisfactory conclusion.
- The Local Governing Body is kept informed of all relevant Health and Safety issues and are sufficiently prepared to conduct an annual walk round.
- All Accident Forms within the school are reviewed and, where necessary, discussed with the Line Manager, Headteacher, Estates Director or Health and Safety Consultant.
- Ensure that an effective Health and Safety System of working is actioned/recorded and maintained throughout the school.
- Promote responsible attitudes towards health and safety throughout the school.

4.6 Curriculum Support and Site Team Manager

4.6.1. The Curriculum Support and Site Team Manager is responsible for bringing to the Estates Director's attention any defects in the school buildings, grounds or plant and equipment.

4.6.2. In particular, the Curriculum Support and Site Team Manager will:



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- Carry out inspections of the school with specific regard to processes, working practices and personal protection,
- Carry out additional inspections where practices have changed following new information or
- where new regulations have come into operation e.g. COSHH, c. Investigate and record potential hazards,
- Ensure that adequate emergency procedures are developed and maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training,
- Investigate any complaints by staff within the school,
- Maintain accurate and up to date records of all periodic health and safety checks conducted at Southfield School,
- Promote responsible attitudes towards health and safety throughout the school.

4.7 Curriculum Leaders

4.7.1.All Curriculum Leaders will ensure that arrangements for the health and safety of their staff and students within their area of responsibility are made known, maintained and reviewed whenever there is a change of operation or location.

4.7.2.Curriculum Leaders are accountable to the Headteacher for implementing the school's Health and Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

4.7.3.They must, also, ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

4.7.4.In particular, Curriculum Leaders are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary staff,
- Suitable and sufficient risk assessments are carried out for all tasks and activities including visits and that those risk assessments are reviewed periodically or when circumstances change, c. Safe methods of working are developed and implemented,
- Fire precautions and emergency procedures are implemented and communicated to all staff and other necessary personnel,
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All work equipment is fit for purpose and all risks associated with new equipment, activities and processes have been assessed,
- Induction training is provided to all employees upon commencing work for the school,
- All necessary Personal Protective Equipment (PPE) is provided, maintained and replaced as necessary,
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities,
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of students, staff,



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contractors, visitors and other persons who may be affected by the school's activities,

- All accidents and dangerous occurrences are recorded and reported to the Estates Director,
- Carrying out inspections, checks and monitoring as necessary to ensure that this Health &
- Safety Policy and all applicable safe working practices are complied with,
- Where appropriate, accidents, incidents and near misses are investigated, and reasonably practicable arrangements are implemented to prevent re-occurrence.

4.8 All Staff

4.8.1. All staff are responsible for co-operating with the school and assisting the school to meet its health and safety objectives.

4.8.2. In particular, all staff are responsible for ensuring that:

- They are aware of this Health and Safety Policy and their responsibilities within it,
- They cooperate with the school in meeting its statutory duties,
- At all times, they take reasonable care of themselves and others who may be affected by their acts or omissions,
- They use any equipment, substance or safety device provided by the school in accordance with any training or instruction provided,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety,
- They attend, and take note of any health and safety training required, including induction training,
- They use any Personal Protective Equipment (PPE) provided, ensure that such equipment is maintained in a condition fit for that use and any defects are reported immediately to their line manager,
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager,
- They are fully conversant with all fire, emergency and first aid procedures and risk assessments applicable to the area in which they are working,
- Where an employee identifies any condition which, in his or her opinion, is hazardous the situation is immediately reported to their line manager,
- Bringing any matters of concern to the attention of their line manager as soon as practicable, and assisting with the resolution of those concerns,
- Assisting their line manager with the recording, reporting and investigation of accidents, incidents and near misses within their area of responsibility.

4.9 Students

4.9.1. Students have a duty to take care of their own health and safety and that of others who may be affected by their actions. All students are responsible for co-operating with the school and assisting the school to meet its health and safety objectives.

4.9.2. In particular, all students are responsible for ensuring that:

- They observe standards of dress consistent with safety and hygiene,
- They observe the safety rules of the school and, in particular, the instructions given in an emergency by staff,



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- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety,
- They observe and note exit signs in all rooms for evacuation procedures and routes,
- They move around the building in an orderly manner, especially at break and lunchtimes,
- They follow instructions from staff in practical lessons, use safety equipment that has been provided and take part in relevant training. Students are not permitted to enter practical areas without the permission of teaching staff.

4.10 Health and Safety Consultants

4.10.1. The school will appoint one or more health & safety consultants to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

4.10.2. The health & safety consultants will advise the Trust Board, Headteacher, Orbis Enrichment and Compliance Director and Estates Director regarding:

- Ensuring that the school is aware of statutory obligations and recommended Codes of Practice,
- Keep a watching brief on any changes to relevant legislation and inform the Trust Board and Headteacher of those changes,
- Formulating, developing and maintaining health & safety policies, both for existing and new activities,
- How the school can promote a positive health & safety culture and secure the effective implementation of this health & safety policy,
- Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the school and that those risk assessments are reviewed periodically or when circumstances change,
- Advising management of their responsibilities for accident prevention and avoidance of health hazards,
- Review of performance and audit of the health & safety programme.

4.11 Educational Visits Coordinator (EVC)

4.11.1. The Educational Visits Coordinator (EVC) will be involved in the planning and management of educational visits including adventure activities led by school staff. The EVC will have completed an approved training course which will be up-dated every three years and will keep abreast of government directives.

4.11.2. In particular, the EVC will:

- Liaise with the school to ensure that educational visits meet the school's requirements including those of risk assessment,
- Support the Headteacher and Trust Board with approval and other decisions,
- Assign competent people to lead or otherwise supervise a visit,
- Assess the competence of leaders and other adults proposed for a visit,
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as hazard awareness, etc.,



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- Organise, through induction, the leaders and other adults taking students on a specific visit,
- Ensure that Disclosure Barring Service (DBS) checks/disclosures are in place as necessary,
- Work with group leaders to obtain consent or refusal of parents/carers and provide full details of the visit beforehand so that parents/carers can consent or refuse consent on a fully informed basis,
- Organise emergency arrangements and ensure that there is an emergency contact for each visit,
- Keep records of individual visits including reports of accidents and 'near accidents',
- Ensure that every curriculum area has a copy of the Educational Visits Policy,
- Review on a least a three yearly basis the system and, on occasion, monitor practice.

4.12 Visitors

- 4.12.1. Visitors and other users of the premises are required to observe the school's Health & Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the school.
- 4.12.2. All visitors to the school premises are required to sign in on arrival and sign out again on departure; even if only leaving the premises for a short period.
- 4.12.3. Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health & safety of students, staff, contractors and visitors.
- 4.12.4. In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the school.

4.13 Hirers

- 4.13.1. The hiring of the school premises for the purpose of the external lettings i.e. not for school related activity, are managed by a third party company. When the premises are used for purposes not under the direction of the Headteacher, then the third party company assume responsibility for the activities for which the premises are in use and have responsibility for safe practices.
- 4.13.2. The third party company will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 4.13.3. When the school premises or facilities are being used outside normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if a member of staff, will be treated as a hirer and will comply with the requirements of this section.
- 4.13.4. When the premises are hired to persons outside the employment of the school, it will be a condition for all hirers and others using the school premises or facilities that they



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are familiar with this policy, that they comply with all safety directives of the Trust Board and that they will not, without the prior consent of the Trust Board:

- Introduce equipment for use on the school premises,
- Alter fixed installations,
- Obscure or otherwise hinder fire and safety notices or equipment,
- Take any action that may create hazards for persons using the premises or the staff or students of the school.

4.13.5. The Trust Board draws the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

4.14 Contractors

4.14.1. Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2007 and other applicable regulations.

4.14.2. This responsibility includes ensuring that all employees and sub-contractors are competent to carry out their work safely and in accordance with the relevant standards and statutory requirements.

4.14.3. Contractors are, also, responsible for complying with the school's contractors' rules and any instructions regarding health and safety from duly authorised representatives of the school.

4.14.4. Contractors are responsible for assessing the risks associated with their work on behalf of the school and the methods to be used to eliminate those risks or reduce them so far as is reasonably practicable.

4.14.5. Contractors should provide adequate information to the school regarding these risks and the methods used to control them.

5. Accident and Near Miss Reporting and Investigation

5.1 All staff are responsible for reporting accidents to their line manager and should ensure that the necessary information is entered onto an Accident Form.

5.2 All accidents are to be recorded on an Accident Form by the appropriate First Aider. The Orbis Enrichment and Compliance Director will review accident reports and, where necessary, discuss the incident with the relevant line manager, Headteacher, Estates Director or Health and Safety Consultant.

5.3 Curriculum Leaders will ensure that all accidents and near misses within their area of responsibility are investigated to establish the direct and indirect causes.



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- 5.4 The Orbis Enrichment and Compliance Director will ensure that all reportable injuries, diseases and dangerous occurrences are reported to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

6. Asbestos

- 6.1 The school will seek information regarding any Asbestos Containing Materials (ACM) within premises occupied by, or under the control of, the school and take appropriate measures to protect students, staff, contractors, visitors and other persons who may be affected by the school's activities from unsafe exposure to ACM's within those premises.
- 6.2 Where necessary, staff will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant, the general procedures to be followed to deal with an emergency and how to avoid the risks from asbestos.
- 6.3 The school will develop adequate procedures for the discovery of any previously unknown suspected ACMs and emergency procedures for the disturbance of suspected ACMs which may have resulted in the release of asbestos fibres into the air.
- 6.4 Contractors working on premises occupied by, or under the control of, the school will be provided with adequate information regarding the location and type of any known ACMs on the premises and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACMs.

7. Audits

- 7.1 The school will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the school and will include the following areas:
- Policy.
 - Organisation
 - Arrangements.
 - Implementation and Monitoring.

8. Confined Spaces

- 8.1 A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

- 8.2 Examples of confined spaces include:

- Ducts, vessels, culverts, tunnels, boreholes,
- Manholes, shafts, excavations, sumps,
- Inspection pits, cofferdams,
- Buildings, building voids, enclosed rooms (plant rooms),
- Compartments within rooms, cellars,
- Enclosures for the purposes of asbestos removal,
- Interiors of machines, plant or vehicles.

- 8.3 Confined spaces must not be entered without the written consent of the health and safety consultant.



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- 8.4 Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space or by using remote equipment.
- 8.5 If entry into a confined space is unavoidable, the relevant manager must ensure that a suitable and sufficient risk assessment is carried out, that a safe system of work is developed and communicated to all necessary personnel, that adequate training, instruction and supervision is provided to all necessary personnel and that adequate emergency procedures are in place before the work commences.

9. Consultation

- 9.1 The Trust Board, through the Headteacher, will make arrangements for staff consultation, both formal and informal, on health and safety matters.
- 9.2 This will involve a combination of formal and informal consultation, such as safety meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between the school and staff where appropriate.

10. Contractor Competence and Control

- 10.1 The school will seek to identify suitable contractors through competence checks and selection procedures and will ensure that any health and safety hazards within the area of work are communicated to contractors.
- 10.2 The school will issue Contractor's Safety Rules to all contractors and will check to ensure that these are being adhered to. All contractors selected to carry out any work on behalf of the school will be made aware of the standard of health and safety management that is expected of them.
- 10.3 All contractors will, also, be required to supply the school with a copy of the relevant risk assessments and method statements for approval prior to commencing work on the school premises.

11. Control of Substances Hazardous to Health (COSHH)

- 11.1 The school will identify all hazardous substances used, transported and stored and will ensure that Material Safety Data Sheets (MSDS) are obtained for them.
- 11.2 Where reasonably practicable, hazardous substances will be avoided or substituted by a less hazardous alternative.
- 11.3 The school will arrange for COSHH Assessments to be carried out for all substances hazardous to health.
- 11.4 Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of Personal Protective Equipment (PPE) to employees free of charge.
- 11.5 Assessment findings will be conveyed to staff and students as necessary and they will be provided with information, instruction and training regarding the hazardous substances they use as part of their activities.



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11.6 Staff and students must comply with the assessment findings and, if necessary, wear the appropriate PPE.

12. Display Screen Equipment

12.1 The school will ensure that all 'users' of Display Screen Equipment (DSE) are identified, that they are provided with adequate guidance and information and that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files and action taken as necessary.

12.2 All DSE users should be provided with a copy of the guidance on the safe use of display screen equipment and should make the necessary adjustments to their workstation and equipment.

13. Electricity

13.1 The school will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards.

13.2 Staff should carry out visual inspections of any electrical appliances before they use them and immediately report any defects to their line manager.

14. Emergency Procedures

14.1 The school will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to students, staff, contractors, visitors and other persons affected by its activities.

15. Fire Safety

15.1 The school will develop and maintain procedures to minimise fire risks within premises occupied by the school.

15.2 The school will ensure that suitable and sufficient fire risk assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 at all applicable premises occupied or managed by the school and that all necessary alterations, equipment and installations are implemented to reduce fire risks as low as is reasonably practicable.

15.3 The school will ensure that all necessary fire precautions are in place and maintained.

15.4 The school will appoint adequate Fire Marshals for the premises, who will be provided with suitable information, instruction and training to carry out their role effectively.

15.5 Fire Marshals will be responsible for carrying out relevant checks and inspections at the relevant premises and advising the nominated manager of any shortfalls in the school's arrangements for fire safety.



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15.6 Fire drills and practices will be held at the premises twice-yearly, to rehearse and test the fire evacuation arrangements and compliance.

15.7 Staff and students should comply with all fire precautions applicable to their area(s) of work and report any hazardous circumstances as soon as practicable.

16. First Aid

16.1 The school will carry out a First Aid Needs Assessment and ensure that adequate first aid personnel and equipment are provided for all activities.

16.2 First Aiders and Appointed Persons will be provided with the relevant first aid qualifications through suitably accredited first aid training organisations and will be provided with refresher training as necessary.

16.3 First aid boxes will be checked on a termly basis during the school holidays and replenished as necessary.

16.4 First Aiders and Appointed Persons will be responsible for ensuring that accidents and incidents that they are aware of are recorded within the School Accident Book.

17. Gas Safety

17.1 The school will ensure that all gas installations and equipment is tested, inspected and maintained by competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998 and other relevant legislation and standards.

17.2 The school will ensure that only appropriately qualified and competent engineers install, adjust, maintain, repair and service gas installations and that evidence of such competence is obtained and stored by the school.

18. Health and Safety Training

18.1 The school will ensure that all staff, students, supply teachers, volunteers and other relevant persons are provided with adequate information, instruction and training to enable them to carry out their work and activities safely.

18.2 Health and safety training will include instruction regarding:

- The Health and Safety Policy and their responsibilities within it;
- Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions;
- Fire and emergency procedures applicable to the area in which they are working,
- Information regarding significant hazards associated with their work and the precautions in place to eliminate those hazards or control the risks arising from them;



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- The importance of following risk assessments and method statements and of using any equipment, substance or safety device provided by the school in accordance with any training or instruction provided;
- The importance of using any Personal Protective Equipment (PPE) provided, ensuring that such equipment is maintained in a condition fit for that use and that any defects are reported immediately to management;
- The procedures for reporting accidents, dangerous occurrences and near misses;
- The requirement to report any condition to their line manager which, in their opinion, is hazardous.

19. Home Working

- 19.1 The school will assess the risks to employees working from home and take measures to eliminate or reduce those risks.
- 19.2 The school will provide information and training to home workers regarding the hazards associated with working from home.
- 19.3 The school will consider the specific risks to new and expectant mothers working from home and implement the appropriate controls.

20. Induction

- 20.1 The school will ensure that all new employees are provided with induction training appropriate to their role. Staff transferring to a new role within the organisation will be provided with induction training appropriate to their new role.
- 20.2 Induction training will include:
- Overview of the school Health and Safety Policy;
 - Responsibilities and lines of reporting relating to health and safety;
 - Information regarding the hazards and risks associated with the role;
 - Procedures for serious and imminent danger e.g. fire;
 - Safe systems of work such as Permits to Work and Method Statements;
 - Accident reporting procedures and First Aid arrangements;
 - Procedures for consultation in matters of health and safety.

21. Legionella

- 21.1 The school will adopt, as far as is reasonably practicable, the principles of control and management identified in the current edition of the HSE Approved Code of Practice and Guidance Document L8 'The Control of Legionella Bacteria in Water Systems' (ACOP L8).
- 21.2 To comply with its legal duties, the school will:
- Identify and assess sources of risk;



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- Prepare a scheme for preventing or controlling the risk;
- Implement, manage and monitor all precautionary control measures identified;
- Keep records of precautionary measures;
- Identify responsibilities of employees and contractors within the school.

22. Lifting Operations and Lifting Equipment

22.1 All lifting equipment (works equipment for lifting or lowering loads; including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

22.2 Lifting equipment will be subject to a planned preventative maintenance programme.

22.3 The school will ensure that arrangements are in place for the carrying out of Statutory Thorough Inspections by a suitably competent person and that copies of the necessary thorough test/examination certificates are retained.

23. Lone Working

23.1 Lone workers are defined as those who work alone without close or direct supervision.

23.2 Examples of Lone Working activities within the school include:

- Persons travelling to and from, or working on remote sites;
- Persons opening or closing premises at the start and/or end of the working day;
- People working outside normal hours e.g. evenings and weekends;
- Mobile workers and those working away from their normal location.

23.3 Where reasonably practicable, measures will be taken to avoid lone working through the organisation of work routines and practices.

23.4 Where it is not possible to avoid lone working, the risks to employees will be assessed and suitable arrangements will be put in place to minimise the risks.

23.5 Lone working risk reduction measures include:

- Training and instruction for staff who are likely to work alone;
- Periodic visits and/or contact by telephone or radio with persons working alone;
- Automatic or manual warning devices to raise the alarm in the event of an emergency;
- Checks that lone workers have returned to their base or home at the end of a task.



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24. Manual Handling

- 24.1 Where reasonably practicable, manual handling activities with risks staff's health and safety will be avoided through the use of mechanical aids such as trolleys, etc.
- 24.2 Where manual handling is unavoidable, the school will carry out an assessment of all hazardous activities and take actions to eliminate, reduce or control manual handling risks.
- 24.3 Staff who undertake manual handling tasks will be provided with guidance on the safe lifting of loads, taking into account:
- The Task - the nature of the manual handling task to be carried out.
 - The Individual - the capabilities and limitations of the individual(s) carrying out the task.
 - The Load - the weight, shape, stability and other physical characteristics of the load to be moved.
 - The Environment - environmental factors likely to affect the manual handling activity, such as floor surfaces, obstacles, changes in levels, lighting and noise.
- 24.4 Staff are responsible for complying with the instructions and guidance provided, utilising any manual handling aids provided and following recognised safe lifting and handling techniques.

25. New and Expectant Mothers – Risk Assessment Requirements

- 25.1 Staff who become pregnant should inform their line manager as soon as possible. The school will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work.
- 25.2 The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.
- 25.3 The school will assess the risks to any students who become pregnant and take all reasonable precautions whilst they are present at the school or participating in school activities.

26. Noise

- 26.1 The school will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005 and to prevent or reduce risks to health and safety from exposure to noise at work.
- 26.2 The school will assess the risks of its staff from noise at work and, where applicable:
- Take action to reduce the noise exposure that produces those risks;
 - Provide staff with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods;
 - Make sure that the legal limits on noise exposure are not exceeded;



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- Provide staff with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

26.3 Where possible, noise will be reduced at source through the use of noise-efficient equipment, through enclosure or other noise-reducing measures.

26.4 Where necessary, staff will be provided with hearing protection along with training and information on how to use and care for it.

27. Personal Protective Equipment (PPE)

27.1 Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety.

27.2 Examples of PPE include:

- Gloves.
- Eye protection.
- High-visibility clothing.
- Safety footwear.
- Hearing protection.
- Protective headwear.

27.3 The school will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways.

27.4 The school will ensure that all PPE is:

- Properly assessed before use to ensure that it is suitable;
- Maintained and stored correctly;
- Provided with instructions on how to use it safely;
- Correctly used by staff.

27.5 PPE users will be provided with information and instruction regarding the correct use of all PPE issued.

27.6 Staff and students have a duty to:

- Use any PPE provided to them in accordance with the instructions provided;
- Report any loss or defects;
- Return any PPE to the appropriate place after use.



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28. Pressure Systems

28.1 The school will ensure that all pressure systems are operated, maintained & examined in accordance with the Pressure Systems Safety Regulations 2000. In particular, the school will ensure that:

- A suitable written scheme of examination is in place before the system is operated;
- The system is examined in accordance with the written scheme of examination;
- The system is operated within its safe operating limits;
- All staff operating pressure systems are provided with adequate information, instruction, training and supervision.

29. Risk Assessments

29.1 The Headteacher will ensure that all line managers carry out suitable and sufficient risk assessments for all areas and tasks within their area of responsibility. Where appropriate, the Compliance Director, Estates Director and Health and Safety Consultants will provide assistance and support in the carrying out of these risk assessments.

29.2 Copies of risk assessments will be held centrally and periodically audited for their adequacy.

29.3 Such risk assessments will be reviewed periodically, or where there are significant changes of circumstances.

29.4 Appropriate safe systems of work, including method statements, will be developed by line managers, based upon the findings of their risk assessments, and communicated to all necessary staff, contractors and visitors within their area of responsibility.

30. Safety Inspections

30.1 The school will arrange for active monitoring of health and safety standards to be carried out at regular intervals.

30.2 The school will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that staff, students, visitors and contractors are not exposed to risks arising from those defects.

31. School Visits

31.1 The school has an Educational Visits Coordinator (EVC) who oversees the planning and management of educational visits, including adventure activities led by school staff. The school will ensure that adequate insurance covers visits.

31.2 Any school visit must be approved in principle whilst it is still in the planning stages. The EVC will be informed at every step of the planning to ensure that all requirements are met.



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31.3 Detailed instructions are issued to all staff taking students on residential visits, foreign visits or activities of a hazardous or strenuous nature. Staff are required to indicate formally their compliance with all regulations and requirements. Risk assessments must be carried out prior and during all visits or activities and, also, up-dated following the event.

31.4 Written approval of the parent/carer for each student going on a visit is sought, in addition to any advice on special risks pertaining to individual students and contacts details of parents/carers. A letter is sent to parents/carers about the trip/visit and, where necessary, further information and contact details.

32. Slips and Trips

32.1 The school will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions.

32.2 The school will arrange periodic visual inspections of workplaces and take appropriate remedial action to reduce the risks.

32.3 Staff and students should not create any slip or trip hazards, should clear any spillage/s that they make and should wear suitable footwear while at school.

33. Stress

33.1 The Health & Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed upon them'.

33.2 The school will:

- Identify workplace stressors and take reasonable measures to control the risks from stress;
- Provide information to line managers on good management practices;
- Provide support to assist staff to access counselling for stress caused by either work or external factors;
- Provide adequate resources to enable line managers to implement the school's stress management strategy.

34. Transport (School Minibuses/Minivans)

34.1 It is the policy of the school that minibuses/minivans are only operated by authorised drivers.

34.2 Authorised drivers must be at least 21 years of age. All authorised drivers will have completed MIDAS minibus training.

In addition:

- Drivers of minibuses up to 3.5 tonnes Maximum Authorised Mass (MAM) with no trailer being towed, may hold a standard Category B (car) licence.



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- Drivers of minibuses over 3.5 tonnes MAM, or where a trailer is being towed, must hold a Category D1 licence.

35.

35.1 Authorised drivers will be required to complete a short medical questionnaire, confirming that they are medically fit to drive minibuses and that they are not taking any medication or undergoing any medical treatment that might affect their ability to drive. Authorised drivers will, also, be required to undergo a simple eyesight test.

35.2 All authorised drivers will be issued with a copy of the school's Minibus Operating Instructions and will be responsible for complying with all applicable instructions within the manual and ensuring that the minibus is operated in a safe manner.

35.3 In particular, authorised drivers will be responsible for ensuring that:

- They are sufficiently rested and fit to drive;
- They comply with current government legislation and must use the minibus in line with procedures set out during their training. Any driver who does not follow correct safety procedures will not be allowed further use of the minibus;
- All journeys are planned in a safe manner and, when necessary, a competent second driver or escort accompanies them;
- Use of the minibus is restricted to the driver and 16 passengers – this number must not be exceeded in any circumstances;
- The minibus is in a safe condition to drive, all pre-journey inspections are carried out and a pre-journey checklist is completed;
- They do not use mobile devices whilst driving;
- All passengers wear seatbelts at all times during the journey;
- Appropriate arrangements are made for pick-up and drop-off points for students;
- The journey log is completed for each journey and any faults recorded;
- Any personal possessions and small items of equipment must be stored safely in the racks provided. Any large items of equipment should be stowed safely and legally;
- All possessions and equipment must be removed from the minibus after each journey and the minibus must be left in a clean and tidy state;
- Any circumstances which may affect suitability to drive the minibus, i.e. illness, medication, points on driving licence, etc., must be reported immediately.

35.4 Minibuses should not be used outside the UK without the prior consent of the school.

35.5 The school is not licensed to carry passengers for hire or reward and minibuses must only be used for authorised journeys.

36. Violence and Aggression

36.1 Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.



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36.2 The school will not tolerate anti-social behaviour and will deal firmly with such incidents.

36.3 The school will treat all complaints of violence and abusive behavior directed toward staff and contractors seriously, investigate each case carefully and take appropriate action to protect staff and contractors.

36.4 The school will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent persons in advance;
- Providing training to staff so that they can spot the early signs of aggression and, either, avoid or cope with it;
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently;
- Where necessary, consider physical measures such as CCTV cameras, alarm systems and security systems.

36.5 Where staff have experienced violence or aggression in the workplace, the school will provide counselling and support to minimise any long-term distress.

37. Welfare

37.1 The school will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical;
- Adequate working temperatures, or the provision of suitable clothing and PPE;
- Sufficient lighting to enable people to work and move about safely;
- Appropriate cleaning of the workplace, furniture, furnishings and finishes;
- Appropriate storage and removal of waste;
- Adequate room dimensions and space to allow people to move about with ease;
- Suitable and ergonomically efficient workstations and seating;
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease;
- Protection of translucent surfaces against breakage and markings to make it apparent if there is danger of people coming into contact with it;
- Windows and skylights that can be cleaned safely and, where required, are openable;
- Doors and gates that are suitably constructed and fitted with safety devices if necessary;
- Suitable and sufficient sanitary conveniences and washing facilities;
- An adequate supply of drinking water;



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- Adequate, suitable and secure space to store staff's own clothing and special clothing;
- Suitable and sufficient, readily available rest facilities;
- Maintenance of all of the above.

38. Work At Height

38.1 A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

38.2 'Work' includes moving around at a place of work but not travel to or from a place of work.

38.3 The school will:

- Take measures to avoid work at height where reasonably practicable;
- Provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

38.4 The school will seek to control and minimise the risks associated with working at height by ensuring that:

- All work at height is properly planned and organized;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

39. Work Equipment

39.1 Work equipment is almost any equipment used by persons whilst at work including, but not limited to:

- Maintenance tools and machinery;
- Tools and machinery used during lessons;
- Hand and power tools;
- Office equipment;
- Access equipment (ladders & stepladders);
- Lifting equipment (trolleys, hoists etc.).

39.2 The school will ensure that:

- All work equipment is suitable for the purpose for which it is provided;



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- All work equipment is maintained in an efficient state, efficient working order and in good repair;
- All work equipment is, where necessary, inspected prior to use and at regular intervals to ensure its on-going safety for use;
- Measures are taken to prevent access to dangerous parts of machinery (guarding), taking into account the users and the type of use;
- Where specific risks exist, the school will ensure that the use of such equipment is restricted to authorised persons;
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment;
- Relevant training is provided to persons operating work equipment.

40. Work Related Driving

40.1 Work related driving can be defined as any occasion when a member of staff is required to drive as part of their work. This might include, but is not limited to:

- Driving to meetings;
- Travelling to airports etc. as part of a longer visit;
- Authorised visits/activities.

40.2 The school will assess the risks of work related driving activities and will take measures to reduce the risks. Where necessary, staff will be provided with training, information and instruction regarding work-related driving and the procedures to be followed.

40.3 Staff who drive on behalf of the school must not:

- Drive under the influence of alcohol or drugs;
- Carry hitchhikers or unauthorised persons;
- Use a hand held device whilst driving;
- Drive in a manner that places themselves, other road users or pedestrians at risk; e. Drive whilst fatigued.

40.4 The school will implement procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MoT certificate and that they hold insurance for the use of their vehicle for business purposes.

41. Young Persons – Risk Assessment Requirements

41.1 The school will assess the risks to any young persons (under 18 years old) before they commence work, taking into account their lack of experience and training. These assessments should, also, take into account any specific restrictions (use of dangerous machinery, etc.). The findings of the risk assessments should be provided to the young person's school and parents/carers if they are below the minimum school leaving age (16 years). Adequate supervision and training must be provided.



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41.2 The school will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s) and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, taking into account their lack of experience, absence of awareness of potential risks and their relative immaturity.

42. Hand Arm Vibration (HAV)

42.1 HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

42.2 The school will:

- Assess risks to the health of employees;
- Adequately control and manage these risks;
- Provide suitable equipment for employees' use;
- Maintain equipment correctly; and
- Give employees information and training on health risks and safe use of equipment.

43. Construction (Design & Management) Regulations 2015

43.1 The school aims to ensure, so far as is reasonably practicable the health, safety and welfare of all its staff, students, contractors, visitors and others who may be affected by our undertakings.

43.2 Therefore, we seek to provide:

- A safe working environment with access to adequate welfare facilities;
- Work equipment, plant and systems of work which are without risk to health, are suitable, safe and maintained in good working order;
- Arrangements for ensuring safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances;
- Such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and others on the premises.

43.3 The school will act in accordance with its duties under the Construction (Design and Management) Regulations 2015 (CDM 2015) as Client, Designer, Principal Designer and Principal Contractor as necessary.

43.4 The school will carry out reasonable checks to ensure, so far as is reasonably practicable, that all appointees are able to demonstrate that they have the health and safety skills, knowledge and experience to carry out the work for which they are seeking appointment.



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44. Health and Safety Reviews

44.1 The school will arrange health and safety reviews as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy.
- Organisation.
- Arrangements.
- Implementation and Monitoring.