



# Health and Safety Policy

The King's School  
Cadhay Lane  
Ottery-St-Mary  
Devon  
EX11 1RA



## **1.0 INTRODUCTION**

This policy is a statutory requirement under the Health and Safety at Work Act 1974 & Management of Health and Safety at Work Regulations 1992.

The King's School provides education to students at the School plus a range of services to children, adults and the wider community. This policy statement sets out the occupational health, safety and welfare arrangements for the School's employees; it also applies to every other person who may be affected by the School's work activities, acts and/or services, i.e. students, parents, Governors, young persons, clients, contractors, visitors and members of the public.

The School aims to ensure, so far as is reasonably practicable, the health, safety and welfare of all its students and employees and to ensure, so far as is reasonably practicable, that other persons affected by the School's activities are not exposed to risks to their health or safety. In pursuing these general aims the School will have regard to its statutory responsibilities under the Health and Safety at Work Act 1974.

## **2.0 STATEMENT OF INTENT**

The King's School and its Governing Body will abide by its responsibilities as an employer under the Health and Safety at Work Act 1974, The Fire Precautions (workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999, and other statutory and common law duties. The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The Policy of the School is to take all reasonably practicable steps to:

- safeguard its employees, students and visitors from injury or ill-health;
- provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Governing Body's control, which are safe and without risk;
- provide adequate welfare facilities;
- provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
- prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governing Body will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

## **3.0 GENERAL STATEMENT**

The aim of this Policy is to:

1. Maintain a safe and healthy environment throughout the School;
2. Maintain safe working practices and procedures among staff and students;
3. Make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances.

The School's Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned. In order to meet these aims the Governing Body of The School will:

- Promote the highest possible standards of Health and Safety for all persons using the School site and who may be affected by the work of the School
- Respond to the requirement of any new Health and Safety legislation provide and maintain a safe and healthy working environment, equipment and conditions for all its employees, students and visitors, and undertake to provide such information, training and supervision as is appropriate for this
- As is necessary call on specialist advice to ensure that the policy is being fully discharged and will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions, both informally and formally as required

- Ensure the overall high quality of the environment as evidence of a strong ethos of housekeeping which will permeate the School community including ensuring that a concern for the fabric and appearance of the building is demonstrated by students and employees on a daily basis
- Ensure all employees and students are aware they have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

#### **4.0 MANAGEMENT and DELEGATION**

The School will ensure that a Health and Safety Management System is in place and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

The Governing Body of the School have a positive commitment to high standards of health, safety and welfare. Although the Headteacher has the prime responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

Every manager and supervisor is responsible for implementing the policy in their area of activity.

Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of staff are outlined in this document.

Employees are reminded that they have duties under the Act and breaches of those duties could lead to prosecution of the Governing Body, Headteacher and or individual employees. Failure to comply with safety requirements could also lead to disciplinary action as specified in a separate policy.

#### **5.0 INFORMATION TO STAFF**

This School Health and Safety Policy and any supplementary Guidance Documents, Safety Procedures, Safety Advice Notes etc., will be brought to the attention of all employees, be they temporary or permanent through their H&S induction or department manager. The School considers it particularly important that temporary staff employed e.g. exam invigilators; contractors etc. are given proper and appropriate health and safety induction immediately following their employment at the establishment which will be provided on request by the Site Manager.

#### **6.0 ACCREDITED H&S REPRESENTATIVE(S)**

Accredited H&S representatives are appointed by trade union members within the establishment. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977. Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

**At present there are no such representatives at The King's School.**

#### **7.0 AUDIT AND REVIEW OF POLICY**

This Health and Safety Policy and associated documents will be reviewed annually by the Governing Body and amended as necessary. In addition to the above, the School shall establish and maintain an audit programme for periodic Health and Safety management checks to be carried out on Risk Assessments including those that apply to Display Screen Equipment.

#### **8.0 PLANNING AND OBJECTIVES**

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable. The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this policy.

The School will set realistic short and long term objectives in developing a positive health and safety culture in the school which will be reflected in the school development plan where appropriate. These objectives will be quantifiable wherever possible and include the commitment to continual improvement.

The School will maintain both a proactive forward plan for testing and inspection of the school site as well as a reactive record of other site related Health and Safety Issues raised by staff on our online system called EVERY.

The Governor members of the Resources Committee will periodically (based on need) undertake health and safety inspections of the School buildings and activities. Findings of inspections will be reported to the Site Manager and recorded on TES Foundation. Any corrective actions required following these inspections will be followed up by the Site Manager within the limitations of available resources.

## **9.0 TRAINING, AWARENESS AND COMPETENCE**

The Site Manager will be working towards an appropriate health and safety qualification and expected to offer advice and guidance to the school.

For all new starters to the school, a briefing will be provided by the Site Manager that will cover essential Health and Safety information and guidance on processes. An annual refresher will also be provided to all staff during the annual inset training before the Autumn term.

Personnel must be competent to perform tasks that may impact on health and safety in the establishment and be competent in completing a risk assessment should one be required.

## **10.0 CO-OPERATION AND CONSULTATION**

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and students are able to make towards health and safety in their workplace and will co-operate and consult with employees and students as necessary.

The School will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions.

## **11.0 ORGANISATION AND RESPONSIBILITIES**

This Part of the Health and Safety Policy identifies the major duties and responsibilities of:

- The King's School Governing Body
- Headteacher
- Site Manager
- Departmental Heads
- Staff (including special responsibilities)
- Students
- Contractors, Visitors and other users of the premises.

### **11.1 THE GOVERNING BODY OF THE KING'S SCHOOL**

The Governors are responsible for ensuring a Health and Safety Management System is in place within the School and for defining, implementing, administering and revising a Health and Safety Policy which relates to work activities within the educational establishment and premises. Such a system will ensure:

1. A clear written policy exists
2. They promote and monitor the execution and effectiveness of this policy, within the resources made available to them.
3. That a review of the School's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the School Policy, if necessary, takes place.
4. That they consult, as appropriate, with students, parents, Union and non-Union staff members on issues relating to their health, safety and welfare.

5. That, as far as is reasonable, that the Headteacher and other employees of The King's School and in particular those in charge of leading the establishment are aware of their duties, properly interpret, and take action to meet their duties.
6. That specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
7. That they ensure that all staff within the School are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
8. That all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
9. That where hazards are identified, risk assessments are carried out, so that priorities can be determined and reviewed for the implementation of preventative and protective measures.
10. That information is displayed in the staff room and front office confirming who has specific duties/functions for health, safety and welfare.
11. The involvement of everyone in making the Policy work.
12. That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
13. That they specify who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
14. That where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
15. That everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
16. The visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and students.
17. That health and safety performance is measured by the use of inspections, checks and the recording of accidents.
18. That health and safety objectives are recorded in the school development plan, quantified wherever practicable and delivery against these objectives monitored.
19. That they consult (where appropriate) with Health and Safety specialists in resolving any health, safety or welfare issues that arise.
20. That they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the School.

## **11.2 HEADTEACHER**

The Headteacher has responsibility for the day-to-day development, organisation and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. The Headteacher will:

1. Implement this Policy within the establishment or undertakings for which she is responsible.
2. Assist the Governing Body with the production of the Policy Document.
3. Ensure that all members of staff, including newly appointed staff, temporary staff and volunteers have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities. Particular attention should be paid to staff who are contracted to work within the establishment but who are not directly employed by the School e.g. cleaners.
4. Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. More complex health and safety will be referred in the first instance to the Governing Body.
5. Through job descriptions, make clear any duties in respect of health and safety that are delegated to members of staff.
6. Stop any practices or the use of plant, tools, equipment, machinery, facilities, areas of the site or buildings etc. considered to be unsafe until satisfied as to their safety.
7. Put in place procedures to monitor the health and safety performance of the School.
8. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis
9. To receive and respond to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
10. Ensure that all accidents or hazardous incidents are reported and investigated and any remedial actions required are implemented.
11. Review regularly:
  - a. the emergency plan procedures
  - b. the provision of first aid in the School

c. the risk assessments.

12. Ensure that all equipment used in the School is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures.
13. Report to the Governing Body at least annually on the health and safety performance of the School.
14. Co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
15. Consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
16. Ensure that contractors on the site for which they are responsible are made aware of this policy and the establishment's internal policy and that health and safety matters are formally discussed at any pre-contract site meetings.
17. Ensure, as far as is reasonably practicable, that the health, safety and welfare of students, visitors and members of the public are safeguarded.
18. As Trips and Visit Coordinator, have the final authorisation of all aspects of Trips and Visits with recommendation from relevant members of staff.

### **11.3 SITE MANAGER**

The School's Site Manager is responsible/accountable to the Headteacher for co-ordinating, reporting and advising on all aspects of health, safety and welfare within the School and is the designated Health & Safety Co-ordinator, responsible for the day-to-day implementation of the Health and Safety Policy. They are the designated contact with the Health & Safety Executive. The Health & Safety Coordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the School, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To make provision for the inspection and maintenance of work equipment throughout the School.
3. To ensure adequate records of the above processes are kept on the School premises and maintained on "EVERY".
4. To advise the Headteacher/Business Manager on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors.
5. To inform the Headteacher and Senior Leadership Team or other members of staff, as appropriate, if any unsatisfactory situation is observed.
6. To ensure that all staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the School generally.
7. To ensure that health and safety advice and information received by the School is disseminated in such a way that all appropriate staff have access to such information.
8. Provide training to new starters and the annual H&S refresher.
9. Prioritise remedial action to Health and Safety Issues around the site ensuring all issues are recorded on EVERY.
10. To make sure trips and visits have risk assessments in place and providing recommendation of approval to the Trips and visits coordinator. Offering advice on health and safety to the trip organiser.
11. Maintain an effective permit to work system for certain hazardous activities such as roof access, confined space work, hot work etc.
12. Ensure that contractors that attend site, sign a declaration stating they understand the site rules, health and safety protocol and permit to work system.
13. Ensure that the Fire Alarm systems are maintained effectively, tested weekly, and appropriate records maintained.
14. Maintain the Asbestos register and Management plan for the school, taking appropriate action.
15. Ensure that the school has an effective Fire Risk assessment in place and is updated and communicated as appropriate.
16. Undertaking any other functions devolved to them by the Headteacher or Governing Body.

### **11.4 ALL HEADS OF DEPARTMENT**

Heads of Departments are responsible for all aspects of the Health & Safety within their department  
They will:

1. Have a general responsibility for the application of the School's Health and Safety Policy to their own area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. Liaise with the Health & Safety Coordinator to resolve health, safety problems members of staff may refer to them, or refer to the Headteacher any problems for which they cannot achieve a satisfactory solution within the resources available to them.
3. Ensure that equipment, furniture and activities are safe and fit for purpose.
4. Ensure that staff record any maintenance issues in the online system "EVERY" for remedial action.
5. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
6. Investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.

### **11.5 STAFF WITH SPECIAL RESPONSIBILITY**

The following senior staff have special responsibility: Site Manager, HoD Technology, HoD Science, HoD Physical Education, HoD Expressive Arts, Caretakers, ICT Network Manager, Head Science Technician (First Aid) Canteen Manager. The individuals are named in Annex B. The role of these people is to:

1. Ensure that H&S is a regular item on the agenda's of Area/Departmental meetings.
2. Produce an Area/Departmental H&S policy, which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific H&S responsibilities and any specific arrangements or standards followed.
3. Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
4. Be responsible for ensuring risk assessments are carried out for the activities and facilities their department has responsibility for. The Site Manager will support the competent persons in carrying out the risk assessment where required.
5. Ensure that H&S requirements as far as reasonably practicable, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department/Faculty budget or brought to the attention of the Site Manager.
6. Ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.
7. Maintain safe working practices.
8. Resolve health, safety problems referred to them by members of their staff, refer to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.

### **11.6 ALL STAFF RESPONSIBILITIES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. Make themselves familiar with the contents of this policy.
2. Keep up-to-date with all current safety requirements and/or safety advice that affect their particular area of work, and seek competent advice if required. Competence is determined by a combination of appropriate training, experience and responsibility.
3. Comply with any control measures put in place as a result of any H+S Risk Assessment.
4. Observe all instructions on health and safety and adhere to guidance from staff delegated to be responsible for health and safety.
5. Comply with all instructions and/or training received on the use of equipment, machinery, and dangerous substance or safety device.
6. Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
7. Report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
8. Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
9. Exercise good standards of housekeeping and cleanliness.
10. Know and apply the procedures in respect of fire, first aid and other emergencies.

11. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

## **11.7 STUDENTS**

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## **11.8 CONTRACTORS, VISITORS AND OTHER USERS OF THE KINGS SCHOOL**

Contractors, visitors and other users of the premises will be required to observe the health, safety and welfare rules of the School. In particular, parents and other volunteers helping out in the School will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the School buildings are let/rented out to other users, those users will be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

Contractors working on site MUST sign a declaration adhering to the schools Site Rules and permit to work system.

## **12.0 ARRANGEMENTS/PROCEDURES**

### **12.1 FIRST AID**

The H&S (First Aid) Regulations 1981 apply to First Aid in school.

The qualified/certificated First Aiders are maintained by Tim Penberthy and posted around the school for all staff to see. Training for First Aid personnel is arranged by the SLT member responsible for CDP.

### **12.2 HEALTH AND SAFETY TRAINING**

It is the responsibility of all staff in conjunction with the Headteacher to identify training needs. These needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment and machinery or carrying out a specific activity (minibus driving, trampolining) etc. A training record must be maintained that highlights all health and safety training that has been carried out. The individuals training plan in consultation with their line manager will highlight any statutory refresher training that may be required. This will be a working document and will show what health and safety training staff have undertaken, and when refresher training is required (if applicable).

### **12.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 and HASAW 1974 apply to the COSHH in school.

“An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations.”

*‘Control of Substances Hazardous to Health (COSHH) Regulations 2002’*

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc.

All areas of the school which are required to implement COSHH will receive the necessary training and it will be documented in their individual policies. The Site Manager is responsible for the application of COSHH procedures across the school in general

*Chemicals used in Secondary Science as these are comprehensively covered by the CLEAPSS Haz-Cards and Recipe Cards.*

**12.4 DISPLAY SCREEN EQUIPMENT**

The Display Screen Equipment Regulations 1992 as amended 2002 apply to the use of DSE in school where usage is continuous for an hour or more, or where a total daily time exceeds 3 hours will have a DSE assessment carried out.

The Site Manager will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being ‘users’ will complete an annual risk assessment which will be kept on file for 3 years. The results will be collated by the Site Manager who makes recommendations to the Senior Leadership team, Headteacher and Governors.

**12.5 ASBESTOS**

The Control of Asbestos Regulations 2006 and the Health & Safety at Work Act 1974 apply to the management of Asbestos in the school.

The Control of Asbestos Regulations (CAR) requires the employer to manage the risk from asbestos. The Headteacher and Governors are responsible for the safety of contractors, staff and people employed and/or are working within the School. Contractors are referred to the School Asbestos Register held by the Site Manager which highlights all known areas of risk. The Asbestos register, along with the Asbestos management plan is updated by the Site Manager. Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Refurbishment and Demolition survey will be required.

A visual inspection of those ACM (Asbestos Containing Material) remaining on site will be inspected and recorded the frequencies of inspection is detailed by the asbestos management plan.

All changes to ACMs on site, due to either planned removal or accidental damage will be recorded in the asbestos register. Any accidental damage to materials containing or suspected of containing asbestos to be reported to the Site manager or business manager in the site manager’s absence at the earliest opportunity.

The active management of Asbestos within the school should be maintained under constant review.

**12.6 FIRE SAFETY PRECAUTIONS/EMERGENCY PLAN**

The Regulatory Reform (Fire Safety) Order 2005 applies to the management of Fire risks in the school premises.

A fire risk assessment will be completed by an accredited body at least every 5 years and formally reviewed internally at least yearly unless significant site changes trigger an earlier review. Fire drills are carried out three times a year. All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

The Site Manager will ensure that the fire alarm system is tested weekly and records maintained of Fire Alarm tests and Drills.

To meet the Regulatory Reform (Fire Safety) Order 2005 the Fire safety risk assessment: educational premises and Part B Volume 2 of the Building Regulations has been used.

Considering the fire exits, floor space and a medium risk premises the maximum capacity for our halls are:

Area	People Sat on Floor (0.45 Floor Space Factor)	People sat on Chairs (1.0 Floor Space Factor)	Example With 100 chairs
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*Sports Hall	916	542	100 on Chairs 816 on Floor
Canteen	511	230	100 on Chairs 289 on Floor
Main Hall	522	235	100 on Chairs 300 on Floor
Main Hall with Balcony	624	281	100 on Chairs 402 on Floor

\*The Sports Hall capacity is limited by the fire exits available however the other areas are limited due to the floor area and the appropriate floor space factors.

Capacities involving a mixture of standing and seated spectators can be calculated using a standing space factor of 0.3 however advice should be sought from the site manager / business manager regarding the specific requirements.

## **12.7 CONTROL OF CONTRACTORS**

The Construction (Design & Management) Regulations (CDM) 2015 apply when contractors are working on site. There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

All contractors must read and sign the Site Rules leaflet which will be provided to them by the Site Manager or the Caretaking team. This outlines the permit to work system and the need for risk assessments / method statements for specific activities.

For small scale building works which include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

1. All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Business Manager/Site Manager. Before any work is commenced, it is essential that the Business Manager/Site Manager is made aware of:
  - what work is to be undertaken
  - where the work is to be carried out
  - an indication of the likely timescale
  - what equipment is to be used
  - what services are required.
  - DBS requirements
2. Before work is to commence, the contractors must be advised by Business Manager/Site Manager:
  - where they can gain access to services
  - what the fire precautions are for the building
  - any particular problems with the work, e.g. access may still be required to the area.
3. The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site. If the wearing of a lanyard creates additional risks during a work process, the contractor must have the pass on their person and available for inspection by a member of staff on request. All contractors will overtly wear any visitor badges when walking around on site.

For large scale works, which encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Business Manager/Site Manager will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

1. All contractors must abide by the school's health and safety policy and not endanger students, staff or other visitors to the site.
2. The Business Manager/Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
3. The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Business Manager / Site Manager, or by the contractor, in consultation with the Headteacher.
4. All contractors must report to the Business Manager/Site Manager prior to each working session.
5. All Contractors on school site will be fully compliant with safeguarding procedures before any work commences.

### **12.8 ELECTRICITY**

The Electricity at Work Regulations 1989 to the use and repair of electrical supplies in school. The school will employ specialist electrical contractors to conduct a full electric/cable test every 5 years. Regular PAT testing will be conducted by suitably trained staff. Each of the following departments will be responsible to ensure that equipment is tested and recorded and that suitable records are maintained frequency of testing to take into account usage and wear and tear and past results data:

- Sites                      Caretakers
- ICT                            T Hall
- Technology                F Woodhead
- Science                     G Forsythe
- Canteen D Shaw

Non-notifiable repairs to electrical installations and lighting can be carried out in house by appropriately trained and competent individuals. All other work will be though an NICEIC registered electrician.

### **12.9 GAS/BIO MASS**

1. Biomass Boilers are serviced/cleaned annually by a suitably qualified contractor.
2. Access to Pellet Stores should be granted only to competent staff after suitable ventilation.
3. School Boilers and appliances are serviced annually by a Gas Safety Registered Engineer and records are kept in the Site Managers Office.
4. Fixed gas equipment in the kitchen is serviced annually by a competent contractor.

### **12.10 LEGIONELLA**

Under L8 HSC Approved Code of Practice Legionnaires' disease. The Employer has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Headteacher who will delegate it to the Site Manager.

1. On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.
2. Monitoring will be carried out in accordance with the findings of the risk assessment
3. All remedial work must be carried out by companies who are formally registered and licensed.

### **12.11 MANUAL HANDLING – WORKING AT HEIGHT**

All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kg, must be covered by a written manual handling assessment. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will

therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height risk assessment and for roof work, a permit to work should be issued.

### **12.12 SAFEGUARDING**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept on the S drive, on the website and on the school website

### **12.13 TRANSPORT**

Staff who use their own cars on a regular basis for school business must confirm that their insurance policy covers them for this purpose, cover is not provided by the school for regular journeys however occasional use is covered. Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use. Currently only Staff who gained their D1 classification through an approved DCC/School Approved instructor, or that has completed a DCC/School Approved Assessment (with a qualified instructor) to drive the minibus with students, the school offers familiarisation for staff that have not driven regularly by the site manager. Transport and drivers are hired in from a reputable source. This is the usual practice for school trips.

### **12.14 RISK ASSESSMENT TEMPLATES**

A large number of risk assessments are used within the school and their use depends on the risk / activity that is being assessed. The assessments are in a variety of formats and Annex A provides a list of many of them.

## **13 HEALTH AND SAFETY COMMITTEE**

A committee exists on site to consult on Health and Safety matters, demonstrating the School's commitment to this key business area. The committee's purpose is to review incident statistics, near misses, departmental risk assessments and systems of work to ensure that all risks are reduced to as low as it reasonably practicable. The committee meet once termly with minutes being published to staff.

Members of the committee will represent all areas of the business, including teaching and non-teaching staff, SLT and Governor representatives and those subjects which by their nature carry an increased level of risk of injury or ill-health.

#### **Members:**

- Business Manager – Chair
- Health and Safety Co-ordinator / Site Manager
- Link Governor - Member of the Governing Body
- Lead First Aider / Science Technician
- Expressive Art Technician
- Fire Safety / Electrical
- Site Team / Staff Representative
- Physical Education Representative
- Technology Representative

## **14 REPORTING OF ACCIDENTS / NEAR MISSES**

Any incidents of injury on site resulting from a work process must be brought to the attention of the Business Manager/Site Manager immediately. The Site Manager must also be made aware of any Near Misses, whereby the potential for injury has

been identified during a work process, although not actually sustained. They will then review existing Risk Assessment, Method Statements and conduct an investigation to review the entire process for suitability and highlight any improvements to negate a repeated occurrence.

The Site Manager is responsible for reporting any incidents notifiable to the HSE under RIDDOR.

## Annex A – Risk Assessment Templates

The following provide a comprehensive set of templates for the school to use, as appropriate. Not all risk assessments or COSHH sheets will necessarily be required.

The list below excludes chemicals that are used in the science department which is managed through Haz-Cards and recipe books provided by CLEAPSS in accordance with best practice.

- RA01 Generic Risk Assessment
- RA02 Art and Pottery Risk Assessment
- RA03 Buildings and Sites Risk Assessment
- RA04 Cleaning and Caretaking Risk Assessment
- RA05 COSHH Assessment
- RA06 Design and Technology Risk Assessment
- RA07 Drama Risk Assessment
- RA09 First Aid Risk Assessment
- RA10 ICT Risk Assessment
- RA11 Kitchen Risk Assessment
- RA12 Library Safety Risk Assessment
- RA13 Lone Working Risk Assessment
- RA14 Moving / Handling Objects Risk Assessment
- RA15 SS10 Adults Ergonomics Risk Assessment
- RA16 Young Person Ergonomic Risk Assessment
- RA17 Music Risk Assessment
- RA18 New and Expectant Mothers Risk Assessment
- RA19 Office Risk Assessment
- RA20 PE Department Risk Assessment
- RA23 Science Departments Risk Assessment
- RA24 Security and Safety Risk Assessment
- RA25 Stress Risk Assessment
- RA25 Swimming Pool Safety Risk Assessment
- RA27 Working at Height Risk Assessment

- COSHH – Generic Activator
- COSHH – Generic Apple Fresh Disinfectant
- COSHH – Ariel Washing Powder
- COSHH – Carefree Emulsion
- COSHH – Carefree Maintainer
- COSHH – Carefree Undercoat
- COSHH – Caterclean Spray
- COSHH – Cream Cleaner
- COSHH – DP200
- COSHH – D-Stain
- COSHH – Enhance Spot and Stain Remover
- COSHH – Force
- COSHH – Force Citrus
- COSHH – Freeflow
- COSHH – Freshaloo
- COSHH – Junkers SYLVAfresh
- COSHH – Lifeguard Toilet Cleaner
- COSHH – Lifeguard Concentrated Disinfectant
- COSHH – M.P.10
- COSHH – Mr Muscle Multi Surface Cleaner
- COSHH – Non pDCB Urinal Blocks
- COSHH – Nova Multipurpose Santitiser
- COSHH – Platinum 25
- COSHH – Pledge Natural Spray
- COSHH – Premstrip 2000

COSHH – Release  
COSHH – Savona  
COSHH – Screen  
COSHH – Sportclean  
COSHH – Sulphuric Acid Drain Cleaner  
COSHH – TD30  
COSHH – Titan Sanitiser  
COSHH – WD40  
COSHH – White Spirit  
COSHH – Window Spirit

## **Annex B – Staff with Special Responsibilities**

Chris Owen (Site Manager)  
Fred Woodhead (Technology)  
Graham Forsythe (Science)  
Brian Wood (Physical Education)  
Lisa Arnold/Christian Allan (Expressive Arts)  
Adolf Villmeter (Caretaker)  
Russel Knill (Caretaker)  
Mark Reader (Caretaker)  
Tim Hall (ICT)  
Tim Penberthy (First Aid)  
David Shaw (Canteen)