



*Learn. Believe. Achieve.*

## **The Robert Napier School**

### **Health and Safety Arrangements**

<b>Approved by:</b>	<b>Mr A Minchin – Executive Headteacher</b>
<b>Previous Review Date:</b>	<b>June 2020</b>
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## Overview

The Robert Napier School (TRNS) Health and Safety arrangements have been formulated under the overarching Trust policy and following current regulations and guidance documents. As well as the following principles

- Statutory Law is not always goal setting it places a duty on all **Trust Governing Boards** to ensure schools reduce Hazards and Associated Risks **so far as is reasonably practicable**.
- Some policy is goal setting – It must be done -**Absolute Duty**. An example in RRF50 2005 – The **Responsible Person must** ensure adequate general fire precautions for everyone who may be affected by fire on the premises.

## Overarching Health and Safety Arrangements

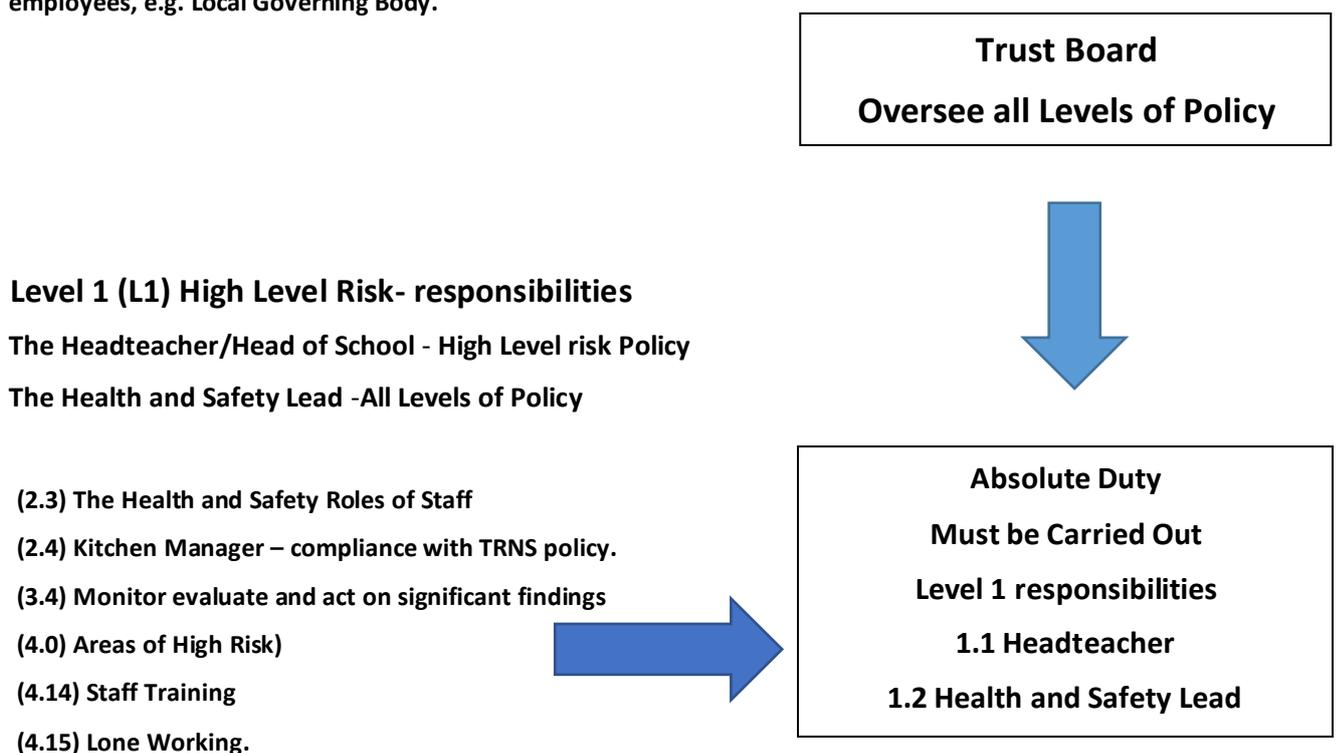
TRNS health and safety arrangements are separated into 4 elements: (HSG65) Championed by the HSE

### The Department for Education ask us to

- **Plan** – leaders should set the direction for effective health and safety management
- **Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- **Check** – monitoring and reporting
- **Act** – a formal management review of health and safety performance

## Levels of Responsibility

There are Two levels for the allocation of functions/responsibilities for employees with respect to Health and Safety. In addition to these Two levels there are other people with responsibilities who are not employees, e.g. Local Governing Body.



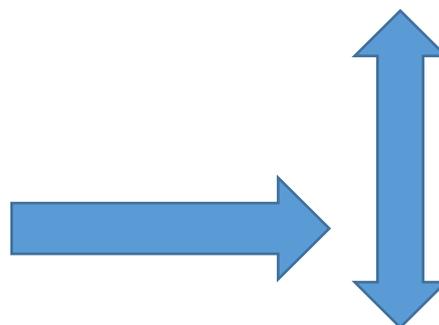
- (4.16) Violence at Work.
- (4.4) Asbestos Risk assessment and control measures
- (4.5) RRFSO 2005 Building – Fire Risk Assessments.
- (4.8) First Aid.
- (5.0) Arrangements for Safety



**2.2 The Health and Safety Lead**  
**The Health and Safety Committee**  
**The Two-Way Link for All Policies**

**Level 2 (L2) Medium**  
**Low level Responsibilities**

- 2.15 Health and Safety Committee
- 2.18 Hirers and Contractors
- 2.3 Teachers/Non-Teachers with Special Responsibilities
- 2.7 Premises Manager
- 2.8 Hirers and Contractors.
- 3.1 Process of Risk Assessment
- 4.0 Duty Supervision
- 4.6 School visits
- 4.8 First Aid (All Levels)
- 4.9 Electrical Safety
- 4.10 Display Screen Equipment (DSE)
- 4.11 Smoking Policy (All)
- 4.12 Children and Visitors
- 4.13 Purchasing Policy - Health and Safety Issues.
- 4.14 Departmental Policy and Risk Assessments.
- 4.15 Health and Safety Training (All Levels)
- 4.17 Violence at Work (All Levels)
- 6.0 Appendix - Health and Safety Planner



**(Duty) So Far as Is Reasonably Practicable**  
**Level 2 responsibilities**

- 2.7 Premises Manager
- 2.2 Health and Safety Lead
- 2.3 Heads of Department  
 Teachers -non-Teachers with responsibility
- 2.3a All Employees
- 2.3b Students

## **All Documentation must be entered in The School Health and Safety Management Section in the Facilities and Data Managers Office.**

### **1.0 Organisation**

#### **INTRODUCTION**

In order to comply with the Statement of Intent, The Robert Napier School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

Responsibilities are designated in **(section 2)** with level **1 and 2** forming the **Hierarchy of control** regarding all Elements of Health and Safety policy and responsibilities within The Robert Napier School hereafter referred to as **TRNS**.

#### **THE LOCAL GOVERNING BODY**

The Local Governing Body is responsible for ensuring that:

- a) The health and safety arrangement statement is clearly written, supports the implementation of the Trust Policy and promotes a positive attitude towards safety in school for both staff and students.
- b) The Headteacher is aware of his health and safety responsibilities.
- c) Clear procedures are created to assess any significant risks to ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

**The following regulations and documents used in the planning arrangements and setting of these arrangements:**

*The Health and Safety at Work Act 1974 (HSW Act 1974)*

*The Management of Health and Safety at Work Regulations 1999*

*The RRF50 2005 (Regulatory Reform Fire Safety Order 2005)*

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

*The Safety Representatives and Safety Committees Regulations 1977*

*Control of Asbestos regulations 2012*

## Guidance Documents used:

The DFE - Duties for Schools 2018 – Health and safety Responsibilities

The HSE – HSG65 – The Role of School Leaders- Sensible Health and Safety Management -School trips  
-Health and safety checklist for classrooms-Incident reporting, common Health and safety myths in schools. Asbestos Management in Schools. Visits and Trips.

ROSPA -School Framework for Policy. CLEAPPS – Science-DT-Art. Departmental policy and risk assessments.

IOSH (Institute of Safety and Health) Physical Education - The Association for Physical Education (AFPE)

## Statement of Intent

### 1.1 Aims

The Health, Safety and Welfare of Pupils, Staff and visitors at The Robert Napier School is paramount in the construction of these arrangements. Meeting our Statutory Obligation is a minimum. We also have a Moral Obligation to fulfil.

**To Use Sensible Risk Management** – To make learning an enjoyable experience for all is a target. This can't be achieved by creating a Risk-Free Environment. An Element of Risk remains even with control measures in place. Our aims is to:

- Provide a safe and healthy working and learning environment.
- Preventing accidents and work-related ill health.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Giving special consideration for pupil's staff or visitors, who may have problems restricting their movement within the site such as our VI pupils.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting achievable targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures (**HSG65**) will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Local Governing Body members, staff and students will play their part in its implementation.

Signed (on behalf of the Local Governing Body) .....

(Chair of Governors)

## 1.2 Preface

The following Health and Safety arrangements have been formally adopted by the school's Local Governing Body and conforms to the legal framework set out in the Act and subordinate statutory instruments. However, these arrangements are not definitive and as such should not be taken as an authoritative interpretation of the law. It is formulated with our interpretation of the following:

- *The Health and Safety at Work Act 1974 (HSW Act)* gave employers a legal requirement to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees at work. It also requires all staff, including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, students, and visitors to the school.
- *The Management of Health and Safety at Work Regulations 1999* requires employers to assess the risks to employees and to decide for their health and safety by effective Hazard controls: The use of HSG 65 is used in the infrastructure of all policy and structure of our organisation.
- **Plan** – determine school based arrangements, set goals and targets
- **Do** – implement arrangements, introduce training programmes.
- **Check** – check policy is working, measure performance, analyse.
- **Act** – what have we learnt? Review and improve.
- **The RRFSO 2005** (Regulatory Reform Fire Safety Order Requires the **Responsible Person** must carry out risk assessments identifying hazards and reduce them so far as is reasonably practicable. These undertaken by a competent person annually for each building. **Note** the School was inspected under the order in June 2011 and made many alterations such as the installation of fire hydrants and upgrade of the fire Alarm System.
- The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* require employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work. The HSE Education sheet (revision3) states injuries that are reported as regards pupils.
- *The Safety Representatives and Safety Committees Regulations 1977 (a)* and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.
- *Control of Asbestos regulations 2012* - we have a duty to manage Asbestos on our site and have already significantly reduced ACM's.

Management systems for Health & Safety must be clearly documented and understood by all staff. The school has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Local Governing Body recognises that achieving and maintaining high standards of safety requires that the school's management, staff, students, visitors and contractors are aware of and discharge their respective responsibilities.

## **2.0 The Health and Safety Roles of Staff (Responsibilities All Levels)**

### **2.1 The Headteacher (L1)**

*Reporting to the Local Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy and its arrangements are effectively implemented and that proper resources are made available in order to achieve this.*

- a) He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) **He provides the final authority on matters concerning health and safety at work.**
- c) The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) **He delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Health and Safety Lead.**

### **2.2 The Health and Safety Lead (All Levels)**

The Health and Safety Lead working in conjunction with TRNS Health & Safety Committee, will advise the Headteacher on health and safety arrangements. Acting for and on behalf of the Headteacher, he has the responsibility for implementing and monitoring the Trust policy and these arrangements, principally through the Heads of Department.

The Health and Safety Lead achieves this by ensuring that:

- a) These arrangements are clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.

- f) Risk assessments of the premises and working practices are undertaken and suitable and sufficient.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition. For example, electrical equipment is tested yearly by a suitably qualified tester (C&G 2377)
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc. These are kept by the relevant Head of Department. For example, the Senior Science Technician ensures that all COSHH procedures are followed during experiments. Any issues are brought to the attention of the Health and Safety Lead.
- k) Arrangements are in place to inspect the premises and monitor performance of Health & Safety.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.

A report to the Local Governing Body on the health and safety performance of the school is completed termly. Any accident leading to either a staff member or student being injured, is included in the termly report. The Chair of Governors is informed at the time of the incident. The School undertakes an annual Health Safety inspection from an external party.

### **2.3 Teaching/Non-Teaching Staff holding Positions of special Responsibility (L2)**

This includes the Senior Management Team, Heads of Departments, School office manager/Secretary, and Premises Manager. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Following Health & Safety risk assessments, those holding posts/positions of special responsibility should submit reports to the Headteacher.
- d) Ensure that all staff under their management are familiar with the health and safety

procedures for their area of work.

- e) Resolve health & safety issues with their Line Manager.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) 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.
- h) Ensure all accidents are investigated and reported appropriately.
- i) Include health and safety in the annual report for the Headteacher.

**Class teachers are expected to: (L2)**

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. The item can then be tested, if necessary, by an appropriately qualified person. For example, PAT testing of electrical equipment via the Head of Department.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises manager.
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or H&S Lead.

### **2.3a All Employees are expected to (L2)**

Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

- a) Observe all instructions on health and safety issued by the Local Governing Body, The Robert Napier School or any other person delegated to be responsible for a relevant aspect of health and safety.
- b) Act in accordance with any specific H&S training received.
- c) Report all accidents and near misses in accordance with current procedure.
- d) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the Robert Napier School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with the appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- j) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

### **2.3b Students in Accordance with their age and aptitude are expected to (All Levels)**

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

## 2.4 Obligation of the Kitchen Manager (Contractor) (L1)

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the Trust Health and Safety Policy and the School Arrangements.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Premises Manager or Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

## 2.5 The Health and Safety Committee -Terms of Reference

### Purpose

*The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)* require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. To promote co-operation between employer and employees in investigating, developing and implementing measures to ensure the health and safety at work of all employees The Local Governing Body and the Headteacher, have established a Health and Safety Committee which meets a minimum of two times per year. The Health and Safety Committee reports to the Headteacher/Local Governing Body as requested.

**To raise the general standards of Health and Safety Management across the Directorate and to strive for "best practice " To improve the Health and Safety Culture at TRNS.**

### Function

- To monitor and implement school policies and initiatives, ensuring that the necessary systems, including training and other resources, are in place for effective health and safety management
- To receive regular reports on health and safety inspections and safety audits
- To receive, examine, and monitor incidents, and violence reports and to identify associated trends; to report to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- To ensure that managers are clear in their duties in relation to safety rules and regulations, prescribed procedures and the Health and Safety Policy Statement

- To ensure advice and support is available to managers on all areas relating to the Health, Safety and Welfare of all employees
- To ensure that consultation takes place with recognised Trade Unions and their Health and Safety Representatives on all matters relating to Health, Safety and Welfare issues
- To provide a forum for the two-way exchange of information on Health and Safety issues and the sharing of good practice.

## **2.6 Constitution of Safety Committee (L2)**

The school Health and Safety Committee will initially meet once a term with further meetings arranged as may become necessary from time to time. Representatives on this committee should incorporate all appropriate areas of work or special hazards from both sites and all safety representatives (appointed by accredited trade union or staff association) also have a place on the committee. The committee constitution shall consist of 8-10 members plus the chairperson and shall include the following representative members:

*Paul Barrett Premises Manager- Grad Iosh (Chairman)*

*Kym Freeborn - Facilities and Data Manager and Financial representative TRNS (Minutes)*

*Mike Walsh (Head of PE)*

*Jackie Trice (Head Science Technician)*

*Becky Watts (for DT)*

*Jess Thorne (Union Rep)*

*Matthew Wells (Staff Governor)*

*Donna Bingham (fire Warden)*

*Jane Dunnett (SLT)*

*Alison Bovis Financial representative for the Trust*

## **2.7 The Premises Manager (All Levels)**

This person is responsible for the day to day co-ordination of the school's Health and Safety arrangements to include:

- regular inspections and risk assessments
- liaising with contractors
- initiating action on reported hazards and accidents
- fire and emergency procedures
- maintaining an accurate record of completed training on Health and Safety issues for current staff
- temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties

## 2.8 The Cleaners and Site Team (L2)

- To follow instruction from the Working at height -manual handling and COSHH Risk Assessments., relevant to their work.
- To continue reporting any Issues that may affect safety on the premises, through The Facilities Data Manager or Premises Manager.

## 2.9 Hirers, contractors and others (L2)

This section refers to use of the school premises/facilities for activities not under the direction of the Headteacher, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Local Governing Body will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers must have sufficient Third-Party Liability insurance to satisfy the Local Governing Body's requirements.
2. All hirers, contractors and others using the premises/facilities, must:
  - Be familiar and comply with this Policy and all Local Governing Body safety directives. N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting
  - take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the school's staff or students
  - obtain the Local Governing Body's written permission to bring any equipment onto the school premises
  - respect any capacity figures detailed on the letting's documentation
  - be competent to perform the tasks being undertaken and ensure that the school has supplied them with the information they require about the work and the environment they will be working in
  - Report any student's bad behaviour to teaching staff so that the matter can be dealt with in accordance with the school's discipline policy.
3. All hirers, contractors and others using the premises/facilities, must not:
  - alter fixed installations
  - interfere with or remove fire/safety notices or equipment
4. The Headteacher or his representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

**Note)** Section 3(1) of the HSWA 1974 Duties to Others- It shall be the duty of every employer to conduct his (undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected by his work, are not exposed to risks to their health or safety.

### 3.0 The Management of Health and Safety

#### How we assess the risks at TRNS (All Levels)

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your significant findings
- Review your assessment and update if necessary

#### 3.1 The process of Risk Assessment the Hierarchy of Control Measures (L2)

**Elimination** – if possible, avoid the risk altogether- For example do the work in a different way

**Substitution** - you could substitute a dangerous product or tool for one, which is less dangerous

**Control** the risk at source - For example using manual handling aids when lifting heavy objects; fitting local exhaust ventilation to dusty processes; mechanising the process so the person is separated from the hazard; changing the system of work to one which involves less manual handling

**Education and Training** – ensure that teachers, pupils and other staff are aware of the risk and know what they must do, for example by giving toolbox talks on health issues, or during induction training

**Personal Protective Equipment** – this should only be used as a last resort as it is the least reliable form of protection. Where PPE is provided, it should be made available free of charge; suitable for the individual; provided with suitable storage and cleaning arrangements and regularly checked to make sure it is in good condition

**3.2 Controls and Actions** – with control measures in place, Risk Assessments commissioned - organised-coordinated and regularity monitored, improvements made. This following the Plan – Do - Check -Act cycle in action. Any change of measures or control recorded and the people at risk informed.

**All staff shall be given The HSE checklist for classrooms to complete, giving a foundation to Assessment construction, identifying hazards and recommending risk control.**

### **3.2 Monitor, Evaluate and Act on findings. (L1)**

To monitor and evaluate the implementation and effectiveness of the school's Health and Safety policy and risk assessments and related preventative actions, we consult employees or their representatives. The incident log is used as a major source of information, as are informal discussions with staff during inspections of the premises.

Whenever possible, evaluation and monitoring should be carried out using quantifiable indicators e.g.

- the frequency and cost of incidents, verbal abuse, assault, intrusion, arson, theft and vandalism at the school
- the numbers of teaching, non-teaching staff and governors trained in Health and Safety issues
- How much of the school budget is allocated to Health and Safety?
- how any specific Health and Safety grant has been spent
- the timing and frequency of Health and Safety reviews
- details of any bodies from whom Health and Safety advice has been or will be sought
- action taken by the school to improve Health and Safety
- Details of any recent significant incidents, e.g. assaults on staff or students, theft, vandalism, arson, etc. N.B. Staff and students are encouraged to report incidents of crime and violence which they have experienced, and the school has tried to develop an ethos of problem sharing
- Act when control measures are no longer suitable and sufficient

N.B. A distinction should be made between those incidents occurring on the school premises and those occurring just outside the school grounds. Consideration should also be given to the likelihood of incidents being repeated.

## **4.0 Special Areas for Consideration (All Levels)**

### **4.1 Duty Supervision**

Members of staff are allocated specific duties to be undertaken before school, during morning and lunchtime breaks and after school.

### **4.2 Students taking medicines**

Specific regulations and guidance is provided for all parents at the time of students' entry to the school roll. These are managed by the school's Student Welfare Officer.

### **4.3 Areas of Special Risk**

The school will follow appropriate guidance issued in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Design Technology, Food Technology and Art
- Science
- P.E. and Performing Arts (Dance/Drama)
- ICT
- The VI Unit

**CLEAPPS- COSHH - DT and Science**

**AFPE – Physical Education**

**PEEPS – VI**

## ***Inclusion***

TRNS School complies with the policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

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

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

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student

### **4.4 The Control of Asbestos (L1)**

The School has taken measures and removed ACMS from all roof spaces. The small amount that is left is on the register, inspected regularly and a risk Assessment that complies with the control of **Asbestos Regulations 2012**.

### **4.5 Fire Compliance with RRFSo 2005 (L1)**

The Headteacher (The Responsible Person) must make sure suitable and sufficient Risk Assessments are carried out on all buildings and significant findings and Risks Eliminated or Reduced as recommended within the order.

#### **4.5a Emergency Plans (L1)**

The Health and Safety Lead is responsible for emergency plans to cover all foreseeable major incidents. In undertaking this work due regard has been given to:

- the three principles of:
  - I. saving lives
  - II. preventing injury
  - III. minimizing loss

This later sequence of principles is hierarchical and determines the priorities of the school and the local emergency services, e.g. in the event of an evacuation due to a fire alarm, students leave their bags in the classroom as these can form hazards and congestion in corridors and on the stairs. The safest action for the property in the bags is clearly to allow the students to carry them but this is deemed to be subservient to the need to prevent injury.

The emergency plans have been formally agreed by the Local Governing Body and are rehearsed regularly by staff and students.

Full details of the evacuation procedures are in the Staff Handbook.

#### **4.5b Student illness (L2)**

In the case of students, parents are asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record is kept electronically in the school's MIS. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

#### **4.6 School visits and 'off site' activities. (L2)**

The Local Governing Body will comply with DfE guidance on 'off site' visits or activities - particularly:

- the conduct of outdoor pursuits
- the use of mini-buses and coaches
- residential and trips abroad

#### **4.7 Reviewing this Health & Safety Policy (L1)**

The Local Governing Body reviews and approves these arrangements bi-annually in line with the review of the Trust Board. The Local Governing Body will review these arrangements more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the DfE.

#### **4.8 First Aid Cover All Levels**

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents
2. Incidents will be dealt with in the House Offices or Front office and appropriate action taken. Any cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'
3. A record must be made of all incidents which require first aid to be administered to a member of staff, student or other person - either on these premises or engaged in activities sponsored by the school (including visits). This applies to every case where first aid is given whether from a remote first aid location
4. Adequate and appropriate first-aid provision will form part of the arrangements for all out of school activities. All groups will have a qualified first aider with them and so the first aid pack will be comprehensively stocked
5. The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained in first-aid to a basic, minimum level of competence

The names of the school's qualified First Aiders are displayed on the notice board in the staff room, school office and the House Offices.

First Aid supplies are kept in the Osprey Office and it is the responsibility of the Senior First Aider to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

#### 4.9 Electrical Safety (L2)

The following arrangements for electrical safety apply to all electrical equipment in use in the school, including personal items.

- Only electrical equipment that is properly installed and maintained shall be used in the school. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate supervisor or manager.
- Any Electrical Appliances that owned by staff used on the school premises will need the approval of the Headteacher. They will need testing safety before use.
- All Equipment inspected and tested using the 4<sup>th</sup> edition code of practice 'Portable Appliance Testing'
- Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff
- Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors.  
Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- Socket adapters **must** not be used. Extension leads only used as a last resort. The over use of extension leads often points to poorly designed electrical installations. Individuals should check the safety of their own office accommodation and work area. Problems identified should be reported to the Premises Manager. Extension leads over 25 metres **must** not be used.

#### 4.10 Display Screen Equipment- DSE (L2)

All DSE workstations will be assessed using the HSE Assessment. Any risks that may result in upper limb problems or screen glare occurring must be reported to line managers and addressed.

#### 4.11 Smoking Policy – NO Smoking Anywhere on the Premises (All Levels)

#### 4.12 Children and Visitors (L2)

The school welcomes visitors in support of its training, teaching and enterprise activities. The school also recognises that children may sometimes be in the school buildings, either as part of consortium or partnership teaching or because of parental responsibilities of staff or students.

The school authorises the following, with the condition that all visitors must be supervised by their host, and children must be attended by an adult, at all times, and that these rules are strictly observed.

- Children of staff are permitted inside the school buildings but remain the responsibility of the staff and must be supervised at all times. Staff are required to sign in and out in the attendance book held in reception
- Authorisation must be obtained from the Headteacher for visitors/children attending unofficial events run by members of staff

- No school equipment may be used by unauthorised persons or by children
- The school cannot be responsible for persons or children attending courses or events held within its buildings organised outside the school, e.g. Open Day events, Continuing Education/training courses, non-school of Education bookings, etc.

#### **4.13 Purchasing Policy - Health and Safety Issues (L2)**

All materials and equipment acquired by the school, or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and/or by the schools' requirements. Only those that can be safely accommodated and used within the school may be obtained. An individual wishing to acquire such materials or equipment should obtain all necessary information and undertake a risk assessment in order to demonstrate compliance with this requirement. This risk assessment should accompany the order and should be checked by the Premises Manager or Headteacher.

To monitor that the requirements of the purchasing policy are being followed, all equipment acquisitions must be approved by the school Health and Safety Co-ordinator.

#### **4.14 Departmental Policy and Risk Assessment (L2)**

The Heads of each department must with the Health and safety Lead put in place a policy that that is clear in its instructions to staff and pupils. It will have its own Evacuation procedure in an emergency situation. It should contain copies of courses relevant to Health and safety that the staff have attended. First Aiders and fire Warden named. A first aid and accident report form that is completed and given to the Lead first Aid person. Any accident will be investigated so the immediate and root causes are identified. These can be audited by the Health and Safety committee as they may often point to trends and further risk reduction and action required.

Subjects of High Risk such as Science – Physical Education and design Technology (Including art) Section (4.3) will use the bodies given in this section, that give clear instruction on setting Policy and Risk Assessment

Risk Assessments undertaken for the most hazardous experiments – procedures or sports. The HSE classroom checklist completed for each room. The Risk Assessment process is detailed in section3.

The Health and safety Lead will instruct on compiling Risk assessments. Copies of all policies and assessments are to be kept in the Facilities and Data Managers Office in preparation for an audit by HSE.

All staff on induction should have an understanding of TRNS Evacuation Process. They must have undertaken basic fire awareness course and read the Health and Safety Policy.

#### **4.15 Health and Safety Training (All Levels)**

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the school Health and Safety Lead will inform new members of staff on their first day of joining about:

- action in the event of fire
- Action in the event of incident.
- their individual responsibility for following school procedures, including their responsibility for reporting health and safety problems and how this should be done

- Any specific responsibilities they have in relation to health and safety.

The school Health and Safety Lead will also provide access to a copy of this Policy to new members of staff on their first day and ask them to read it.

Staff will be asked to indicate by signature that they have heard, read and understood the instructions on Health and Safety given to them. All programmes address relevant health and safety issues: for example, the teaching programme in science education contains explicit reference to safety matters in school practical and laboratory work.

Students on placement will be informed about the Health and Safety requirements in their placement location as part of their preparation for placement.

The need for other specialist training should be identified by individual members of staff, and should be directed to Headteacher through line managers or The Health and Safety Committee.

Members of the school will not be expected to undertake any procedure for which they have not been adequately trained.

#### **4.16 Lone Working - Out of Hours Working Policy (All Levels)**

Specific guidance notes can be found in Lone working (out of hours) policy

#### **4.17 Violence at Work (All Levels)**

Guidance notes relating to Violence at Work may be found on the HSE website.

### **5.0 Arrangements for Safety (All Level)**

The Local Governing Body is committed to the implementation of policies, procedures and arrangements for safety as detailed in the Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

- a) Fire Plan and emergency arrangements
- b) Safety complaint arrangements
- c) First aid arrangements
- d) Risk management arrangements
- e) Manual handling arrangements
- f) Display screen equipment arrangements
- g) Personal protective equipment arrangements
- h) Dangerous substances arrangements
- i) The working environment arrangements
- j) Working with electricity arrangements
- k) Accident reporting and investigation arrangements
- l) Construction, design and management arrangements
- m) Control and monitoring of contractor's arrangements
- n) Lone working arrangements
- o) New and expectant mothers' arrangements (Risk Assessment in Place)
- p) Safety signs arrangements
- q) Safety representatives' arrangements

- r) Educational visits
- s) Asbestos register
- t) Water Hygiene Management

All line managers are responsible for implementing safe systems of work, in line with the above arrangements, to ensure that no hazards identified through risk assessments present a risk to the Trust employees or others that may come into contact with its undertaking.

## 6.0 Appendix - Health and Safety Planner (Level 2)

There are a number of health and safety tasks which must be carried out by schools in line with premises or health and safety management requirements. This document outlines these tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually, and every 2 and 5 years. Where the school buys into the preventative maintenance controls services offered by the Local Authority, the health and safety management tasks shall be in accordance with the specification of the Local Authority agreement and contract.

### 6.1 Health and Safety Management - Ongoing Tasks

Area of work	What is required
Health and Safety Leadership <ul style="list-style-type: none"> <li>- Staff / SLT Roles and Responsibilities staff aware of what their role is and support H&amp;S Policy and Headteacher in carrying them out</li> <li>- Health and safety Policy in place and effective in determining the H&amp;S culture</li> <li>- General Housekeeping</li> <li>- Accident Reporting (including violent incidents or traffic accidents)</li> <li>- Consultation and Communication</li> </ul>	Continuous
PPE Use	Pre-use condition check Ensure staff are wearing correct equipment
Emergency procedures	Have in place plans for emergency Preparedness (Contingency) Review and test annually

## 6.2 Daily Premises issues - Ongoing (as required) tasks

Area of work	What is required
Playground	Daily visual inspection to check for hazards
Playing fields	
Paths and access routes and Lighting	
Contractors ( <i>where employed directly</i> )	Pre-work checks and documentation. During work activity – regular reviews. Post work review of performance Hazard Exchange information
Asbestos Register Systems Manual in place and staff aware	Register present in all premises Any actions required are part of a plan to carry out Register brought to the attention of contractors Annual reminder of information in manual to staff
Water Hygiene Record Systems Manual	Present in all premises Annual reminder of information in manual to staff Staff who have responsibilities to carry out Water temperature checks are aware of what to do, carry out and record. <b>Thermometer accuracy</b> – checked during a service visit by the water hygiene consultant
Driving for Work (Vehicle owned or leased by school)	Annual check -Driver has licence -Vehicle MOT and insurance up to date -Driver assessment where necessary
Driving for Work (Vehicle owned by driver)	Annual -Drivers Licence MOT Road tax Insurance-Driver assessment where necessary
Work equipment e.g. sports, office equipment	Visual pre-use check Used and operated in correct way
Access equipment for work at height e.g. ladders, scaffold towers, mobile equipment such as cherry pickers	Daily pre-use check

## 6.3 Weekly tasks

Area of work	What is required
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First Aid Boxes	Ensure staff member has responsibility to do this Regularly check contents and replenish with recommended contents only
Local exhaust ventilation (including fume cupboards)	Weekly Visual Checks
Fire Alarm tests	Weekly for electric systems (different call points) (Recorded) See – Six monthly for manually operated systems
Water temperature checks	Weekly – Flushing of little used or disused outlets (identified by the water system survey)
Caxton Sprinkler Pump House	Testing Pumps -Water Discharge -Thermostats and Emergency Bell Test (Recorded)
Emergency Lighting	Testing Key Switches and lights (Recorded)

#### 6.4 Monthly tasks

Area of work	What is required
<b>Water temperature checks:</b> Cold water systems – temperature checks Hot water systems – temperature checks for scalding prevention Hot water system – temperature checks for Legionella prevention	Depending on type of water outlet

#### 6.5 Quarterly/termly tasks

Area of work	What is required
Shower head/spray tap cleaning	Quarterly (minimum) or more frequent if necessary cleaning in line with Water Hygiene Policy
Guttering / grids	Twice during winter months – clear any blockages
Fire Drills	Each Term – (at least twice annually) and recorded

#### 6.6 Six Monthly

Area of work	What is required
Lifting Equipment	Six- or twelve-monthly inspections depending on the equipment schedule carried out by lifting equipment contractor

Fire Alarm tests	Six months for manually operated systems
Lifts/Lifting equipment	6-month inspection if passenger lift Carried out by lifting equipment contractor
Water Hygiene Policy – Air conditioning equipment	Serviced in accordance with the manufacturer's instructions every 6 months by the contractor appointed
Emergency Light	Check integrity of Batteries (3hour)

## 7 Annual tasks

Area of work	What is required
H&S Policy	Review to ensure that roles and responsibilities are defined and that
Review H&S Policy and local arrangements	School procedures are in place. Refresh information to staff, parents and pupils as necessary.
Competent H&S Advice Sign up to H&S Service Level Agreement or ensure services of a Competent Adviser	Annually (in April - Service runs from April – March) Ensure that there is competent health and safety advice available. Where this is not provided by Strategic Health and Safety Services information about the provider of competent H&S advice will be requested
Design and Technology	Annual inspection takes place – January Where D&T equipment requires ongoing maintenance contract. D&T Service Level Agreement as required or ensure services of a Competent Person
Insurance Display new Insurance Certificates (Employer Liability and Public Liability)	Annually (September)
Self-Evaluation of H&S (Audit and Evaluation Process)	Annual review in JANUARY of health and safety management within the school. Level of achievement in each category agreed and action plan to be created. Send overview and action plan to Strategic Health and Safety Committee.
Fire extinguisher servicing	Annually by contractor
Risk Assessments Create and review Risk Assessments for - General premises and activities - COSHH (Control of Substances Hazardous to Health) - Manual handling - Fire - Work Equipment - Display Screen Equipment - Working at height - Vibration - Noise at Work - Educational Visits - Curriculum activities (including PE)	Create for existing tasks or when new activity introduced  Review at adequate intervals, when significant changes occur, when new hazards are identified or when an accident occurs
Safe Systems of Work Create and review as necessary	Linked to risk assessments and other health and safety procedures Create and review annually as required.
Training and Competency of staff	Annual plan and review In line with training plans, risk assessments, and Personal Review process

First Aiders (where First Aiders are appointed)	RECOMMENDED annual refresher (for certificates after Oct 2009) 3-year recertification
Medication Policy	Review annually that procedures in place and roles of staff defined
Portable appliance inventory	Review annually or create when new equipment is brought into use
Portable appliance testing (PAT)	PAT test in line with statutory requirements to the 4th Edition Code of Practice. Regular visual checks by users PAT testing -dependent upon type of equipment
Local exhaust ventilation	Every 14 months - Formal examination – competent contractor must be in place
Lifting equipment inventory	Ensure that all lifting equipment is added to this inventory Review annually or when new equipment is brought into use
Lifting Equipment	6 or 12 monthly inspections dependent upon type of equipment – contractor
Fire Risk Assessment	Create new if required or annual review of the assessment
Ladders and other access equipment inventory e.g.	Create inventory
Ladders, step ladders, kick stools, scaffold towers	Review annually or when new access equipment is brought into use Annual condition check
Access equipment for work at height e.g. scaffold towers, mobile equipment such as cherry pickers	Create inventory Daily pre-use check Review annually or when new access equipment is brought into use Annual condition check Annual maintenance condition check
Work equipment inventory	Create and review annually or when new work equipment is brought into use Annual maintenance or condition check
PPE condition check	Annual maintenance or condition check (see also daily pre-use check)
Building Security, Alarms, locks	Annual test – contractor
Gas Boilers	Annual service and test (Contractor must be on Gas Safety Register)
Gas Appliances (Catering)	Annual service and test (Contractor must be on Gas Safety Register)
Gas (Laboratory)	Annual service and test (Contractor must be on Gas Safety Register)
Radiation	In accordance with H&S legislation and Medway LA guidance.

Windows	Annually (respond to reports of damage or malfunction) Ensure replacement glass and glazing is installed in line with correct glazing standards
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## 8.0 Every 2 years

Area of work	What is required
Water system risk assessment review Legionella Checks	Every two years - contractor review (to be checked against contract) Six-monthly check by appointed contractor

## Section 9 – Every 3 years

Area of work	What is required
Asbestos site survey	Every three years – full site survey

## Section 10 - Every 5 years

Area of work	What is required
Fixed Electrical equipment	Every 5 years – Contract