

Reading Girls' School



Health & Safety Policy Statement of Safety Policy



**Business &
Enterprise**

December 2015

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On December 2 2015 the Governing Body of Reading Girls' School adopted the following statement and procedures for the provision of health, safety and welfare of students, visitors, employees and contractors involved with the activities of the School.

Signed:

Chair of Governors

Headteacher

Statement of Safety Policy

For Reading Girls' School

1. Reading Girls' School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform students' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Responsibilities & Organisation and Procedures" section
7. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than December 2016.

Responsibilities & Organisation

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The School governors will ensure that:

- the Head Teacher produces a school H&S policy for approval by the F,P&R committee of the governing body and that this policy is regularly reviewed;
- risk assessments of work activities are undertaken and a written record of the assessments kept;
- sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- regular safety inspections are undertaken;
- a positive H&S culture is established and maintained.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- The Business Manager will carry out the inspection each term.
- Submitting inspection reports to governors and/or the LA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;

- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

The Business Manager is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Business Manager is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school these functions have been delegated to:

The Business Manager

Teaching Staff Holding a Post of Special Responsibility

Teaching Staff Holding a Post of Special Responsibility have responsibilities for:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher or delegated person;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the Business Manager, the LA or Governors.

Non-teaching Staff Holding Positions of Special Responsibility

- have a general responsibility for the application of the Safety Policy to their area of work and are directly responsible to the Headteacher for the

application of existing safety measures and procedures within that area of work

- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring as far as is reasonably practicable, safety and absence or risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher / Facilities Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- shall carry out a regular safety inspection of the activities for which they are responsible for and, where necessary, submit a report to the Headteacher / Facilities Manager
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work
- shall, where appropriate, seek advice and guidance
- shall propose to the Headteacher / Facilities Manager requirements for safety equipment and additions or improvements to premises, plant, tools, equipment or machinery which are dangerous or potentially so.

Special Obligations of Class Teachers

- The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher; the teacher has traditionally carried responsibility for the safety of pupils when are in their charge.
- If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, they should discuss the matter with the Headteacher / Facilities Manager before allowing practical work to take place.

A class teacher is expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb-scare, intruder alert and first-aid, and to carry them out
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- to give clear instructions to pupils, verbally and in writing, and warnings as often as necessary (notices, posters, hand-outs, may not be enough) and check for understanding
- to integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety
- to follow safe-working procedures personally
- to call for protective clothing, guards, special safe working procedures etc where necessary

- to make recommendations to the Head of Faculty e.g. on safety
- equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- to check that the items listed in vii are safe to use
- These rules apply to students who are allocated to schools for teaching practice/observation, who must be made aware of their responsibilities.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Students

(Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Students are expected to:

- comply with school rules relating to general behaviour;
- take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has identified that 2 fully qualified first aiders holding the First Aid at Work Certificate (FAW), 6 personnel holding the Emergency Aid (EFAW) (appointed persons) Award including paediatric resuscitation are required for adequate cover.

Coordinator:

The Facilities Manager is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:

- That first aid equipment is available at strategic points in the school
 - o Front Office
 - o Medical Room
 - o PE Office
 - o Staff Room
 - o B&E Reception
 - o Main Kitchen
 - o Business Managers' Office
 - o Technology Office
 - o R15
 - o Art Office
 - o CSC
 - o Pastoral Leaders Office
 - o Prep 1
 - o Prep 2
 - o Prep 3
 - o Post-16 Reception
 - o Haven Reception
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures

- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years). This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for (although would not be withheld if a first aider was at the scene of an accident):

- contractors
- events organised by third parties (fetes, lettings, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline: NHS DIRECT 0845 4647 and, in the case of student injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- a letter should further explanation be required

Records of notification by telephone to parents will be kept in the First Aid book. Copies of written notification are held by the administration team.

Escorting Students to Hospital

When it is necessary for a student to be taken to hospital, they will be accompanied by a member of staff – unless the student's parent or guardian is in attendance.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

The member of staff will stay with the student until a parent or guardian arrives and responsibility is "handed over".

Medicines in School

The school follows DfE guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use and written consent by the parent / carer.

The school will dispense Paracetamol providing written consent has been obtained from parents and with verbal consent at the time of dispensing.

All drugs held will be recorded in the 'Managed Medicine Log'. Any drugs dispensed will be recorded in the 'Managed Medicine Log'. Linked to Supporting Students with Medical Conditions Policy.

The School does not keep or dispense any other medication.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the student's parent or guardian.

The Pastoral Leader for the student is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location:

Front Office, Medical Room or Pastoral Leader Office

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where students could gain access to them.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the student's attendance at the school. The Medical Log will also contain a log of medications dispensed which will include:

- name of student
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care/health-plans.

Off-Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

Accidents

Reporting Officer

The Business Manager is responsible for the collection of information and the completion of the Accident Report.

All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the Accident Reporting System:

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

Accident Investigation

All accident reports will be seen by the Business Manager who will decide if an investigation is necessary. Investigation reports will be entered into the Accident Reporting book. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports are sent by post to the Health and Safety Service at the LA and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are reported to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Fire

Fire Officer

The person responsible for organising the school's fire precautions is the **Business Manager**.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills

- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

The school evacuation procedures are detailed in the Emergency Procedures Sheet posted in rooms throughout the school as well as in the staff handbook.

EMERGENCY PROCEDURES & EVACUATION

FIRE ALARM	Continuous ringing of bell
Close windows, switch off light and power points unless it is clearly UNSAFE to do so	
Evacuate to the PLAYGROUND, Year 7 nearest the Dining Hall	
Leave the room quickly and quietly in single file - DO NOT RUN	
The last person should close the door	

BOMB SCARE	Five long rings of the bell
Leave windows and doors open	
Evacuate to the TENNIS COURTS and assemble as for the Fire Evacuation	
Year 7 nearest Northumberland Avenue Assembly on the Tennis Courts for Bomb Scare. Girls line up in silence.	
Girls use: Left Hand Entrance (East) - Year 11/Sixth Form Central Entrance - Years 9/10 Right Hand Entrance (West) - Years 7/8	
Year 7 to line up nearest the West (Northumberland Avenue) entrance, in alphabetical order within Tutor Groups and with Tutor Groups in alphabetical order, followed by other Year Groups in order.	
Ancillary staff, including catering staff, visitors and nursery staff congregate at the West side of the Tennis Courts	

INTRUDER ALERT	Ten rings of the bell
Keep students in the classroom if an intruder is a danger to staff and students	
All staff who are free to do so should report to the main office immediately	
The all clear bell is five short successive rings of the bell.	

ROOMS	EXITS
Administration Offices, Resources, Medical Room	By front door and past boiler room
R7, R8, R13, R14	By staircase 1 and exit by door in cloakroom
Library, CS, Drama, R3,	By door in cloakroom
Staffroom, DHs Offices, Exam Officer	By back door of staffroom
R9, R10, R15, R16	By staircase 2 and exit by door in cloakroom
R11, R12, R17, R18	By staircase 3 and exit by door in cloakroom
R4, R6, LoL Office	By door on veranda
H1, H2	By door on veranda
C1, C2, CSC	By staircase 4 and exit by door on veranda
C4, Tech Office, Data Team Office	By door near Lecture Theatre and around science block
Science Lab S1 AND S2	By own Fire Exit and round science block
Science Lab S3, S4	By staircase 5 and by door near Lecture Theatre and around science block
Science Lab S5, C3	By staircase 5 and by Fire Exit in S1 and around science block
Lecture Theatre	By fire exit at rear of room and/or door at front of room and around science block
Gym & Changing Rooms	By gym fire exit door, round front of Gym and past boiler room
Art, Music and B&E Block	By emergency exit door in room or door adjacent to Room, around rear of Science
A Block - Dining Hall, Kitchen, R56, R57, R58	By playground door
A Block - R50, R51, R52, R53	By playground stairs and door
A Block - R54, R55, R60, R62, 6th Form	By front stairs and door, and around the outside of the Dining Hall
Main Hall	By fire doors and main door, walk past boiler room

All exits and routes have all appropriate signage as required.

In the event of a quick return to the building being impossible then the Rainbow Emergency Plan would be referenced.

Registers are checked for attendance by Tutors and then reported to LoL who then report to the attending LT member in charge.

The emergency services would be called using the 999 emergency service number and would be made by the person notified of the confirmation of fire and/or the Fire Officer.

Disabled persons in the building would be evacuated using their personal emergency evacuation plan which all disabled persons must have before being allowed in the building. A disability may be temporary or permanent. This evacuation may include the use of the evacuation chair which is located in the medical room.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by **the appointed in-house PAT certified testers or external contractors.**

All test certificates will be kept by the Site Manager for the duration of the life of the appliance.

Coordinator

The **Business Manager** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with the LA to arrange for a whole school fixed wiring inspection.

Personal Items of Equipment

Personal items of electrical equipment should not be brought into school for use by staff or students.

If a personal item is required to be used in school for a one off type event then permission must be sought from the **Business Manager** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the **Business Manager** for repair/replacement.

Work Equipment

The **Business Manager** will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using the standard Risk Assessment techniques and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept by the Facilities Manager

Any staff wishing to work outside normal school hours must have prior agreement/permission from the **Business Manager**

School Security

The Site Manager is the appointed person who is responsible for the security of the school at the beginning of the day.

The PM Site Support Assistant is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

The Site Manager and the PM Site Support Assistant are also responsible for carrying out checks of the premises during the school holidays.

SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The Business Manager is the school's nominated representative who will respond in an out-of-hours call out. Other site support staff may also attend on request.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

CALL OUT ARRANGEMENTS

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided. The options to ensure the safety of those attending may be:

a) Police Attendance

In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

The decision to do this though would be at the discretion of the Business Manager or person attending.

b) Security Firm Personnel Attending

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

c) Two Persons to Attend

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

Currently this is the **Business Manager**.

d) Lone person attends –

This is the least favoured option and where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact police should the individual not return at a given time.

The attending person should normally call someone on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home.

This could be at a security centre, a designated member of staff or a partner. The person attending should have a mobile phone.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept by the Facilities Manager

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

Violence

The School follows the LAs COP(Code of Practice) on Personal Safety where applicable.

The Business Manager is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded

Arrangements for Supervision of Students

The school will be open from **08:15** to **17:00** on weekdays during term times, excluding INSET days. Between these times direct and indirect supervision will be provided. Students will not be allowed on site outside these times unless under the supervision of a trip or direct supervision.

- No formal supervision is provided for students who arrive on the school premises before 08:30. However, due to the number of staff on site from 08:15 the School has assessed that suitable ratios of indirect supervision are achieved. This indirect supervision includes suitable procedures for emergencies. However students who wish to arrive before 08:15 must be registered with the Business Manager as an extended hours user and have their cashless catering cards registered for electronic registration.
- From 08:30 teaching staff will indirectly supervise students under directed time. From 08:40 students are under the direct supervision of their tutors, until 09:00.
- Students are under the supervision of their class teachers from 09:00 until 11:00 (break) and from 11:30 until 13:30 (lunch). Then teacher supervision recommences at 14:10 until 15:10.
- Duty staff are allocated to areas of the school to provide indirect supervision during break and lunch, with student ingress and egress from site also supervised by duty staff.
- Students should leave the school premises promptly at the end of the school day unless staying for specific activities that are supervised such as extra-curricular activities or sports club/events. All students must be registered with the supervising member of staff from 15:30 and should leave site immediately once they have signed out from that register. Electronic registration will be used for areas that have this enabled. Students who wish to attend after school activities must be registered with the Business Manager as an extended hours user and have their cashless catering cards registered for electronic registration.

All students must leave site by 17:00. If they are waiting for parents to collect them before this time then they should do this in the foyer. Students should NOT let anyone in through the front door, even their parents. This must only be done by Office Staff.

Students who have not been collected by 16:55 should notify the Front Office who should contact the parents to confirm collection. The Business Manager should be informed who will provide supervision until the child is collected.

Collection by Parents

Parents should not drive onto the School site during peak periods (currently identified as 08:00 to 09:00 and from 15:00 to 15:30) to drop off or collect students. This is for the safety of staff and students on foot. This would not apply to parents who have an appointment with a member of the staff or for those with other valid reasons, such as dropping off a disabled child.

Risk Assessment

The school will carry out risk assessments for all activities using the guidance from the LA on carrying out risk assessments.

The **Business Manager** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Risk assessments are to be carried out by:

- HoF
- Persons planning Trips or Events (this may be assisted)
- The Business Manager

Copies of risk assessments are available from the **Business Manager or the Headteacher's PA for Trips.**

The following risk calculator and system is used:

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

Frequency		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how **SEVERE** the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Frequency x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

Risk Assessment Calculation Table

1	2	3	4	5	6	
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

RISK ASSESSMENT SCORE

1–6	LOW RISK	Keep assessment under review
8 – 12	MEDIUM RISK	Put in place effective control measures and monitor
15 – 36	HIGH RISK	Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work

Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from the Facilities Manager and the Intranet.

Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or students.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

Department / Faculty leads or the **Business Manager** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Advisory Service for advice)

In addition, Department / Faculty leads or the **Business Manager** will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

Staff

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the COSHH Data sheets (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments are available in the COSHH file from the Facilities Manager

COSHH Coordinator

The **Business Manager** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where students could gain access to them.

Asbestos

The school Asbestos Management Plan (AMP) is kept by the **Business Manager** and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed. Nb. All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Computer Workstations

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claimable via an expense form with receipt attached available from finance office or network and payment for a basic set of glasses up the value of £75 where they are required mainly for use with DSE with a substantiating note from the optician

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. If staff have any questions on DSE they should initially speak to their line manager or Head of Area/ Department/ Faculty who will refer the matter on to the **Business Manager** if unable to resolve it.

Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. 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 kgs, must be covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation:

- can I move the objects where I need to safely and without risks to health?

Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance. Within school the following written assessments are in place:

a) REGULAR OPERATIONS - EQUIPMENT/MATERIALS

A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Department/Faculty a supplemental list has been produced, in a similar format, where there are specific additions or changes from the generic. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

b) MANUAL HANDLING - STUDENTS

All students who may need to be lifted or supported are assessed using the manual handling assessment. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

Noise

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in school has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. The Senior Managers for those Areas/Departments/Faculties have therefore undertaken noise assessments and

introduced noise reduction measures as appropriate. If staff have any questions on Noise levels they should initially speak to their line manager or Head of Area/Department/Faculty who will refer the matter on to the **Business Manager** if unable to resolve it.

Water Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires' disease

Workplace

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace

Work at Height

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 assessment. Within school the following written assessments are in place.

a) REGULAR OPERATIONS

A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Within each Area/Department/Faculty a supplemental list has been produced in a similar format where there are specific additions or changes from the generic.

b) SPECIALIST OPERATIONS

These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

Transport

The school has adopted the council guidelines for the transport of students. One of the following options will therefore be used.

- Staff transport students/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the School. Nb. Staff driving their own vehicles for work need to hold Business Class insurance for the vehicle they use.
- Staff transport students/equipment in the school minibus or a minibus hired in for the purpose. Nb. Only Staff who hold a School approved minibus certificate are allowed to drive the minibus.
- Transport and driver are hired in from a reputable source. This is the usual practice for school trips.
- The parent(s)/guardian(s) of the students are advised of the venue and time of activity and that their daughter(s)/ward(s) are required to be there at that time.

Wellbeing

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

- All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties.
- Staff are encouraged to raise any concerns with the Head Teacher or line manager .
- Sickness absence or health concerns will be dealt with under the school's absence policy
- The Governing body endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing

Contractors 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.

a) SERVICE CONTRACTORS

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

b) BUILDING CONTRACTORS

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated. Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- being hit by falling objects dropped by persons working above head height;
- inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and students have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

c) SMALL SCALE BUILDING WORKS

This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

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 Head Teacher, Business Manager.

Before any work is commenced, it is essential that the Head Teacher, Business 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.

Before work is to commence, the contractors must be advised by the Headteacher, Business Manager

- where they can gain access to services,
- what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the playground/field.
- any particular problems with the work, e.g. access may still be required to the area.
- The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

d) LARGE SCALE WORKS

This 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 Headteacher or Business 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.