



# WHITLEY BAY HIGH SCHOOL

## HEALTH AND SAFETY POLICY

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Approved by	Finance and Premises Committee

# **Whitley Bay High School**

## **Health and Safety Policy**

### **1. Statement of Intent**

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act 1974 and all other applicable legislation and approved codes of practice.

Whitley Bay High School is committed to -

- Providing a safe and healthy working environment for staff, students and visitors.
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, control them to an acceptable level
- Providing effective information, instruction and training for governors, staff and visitors
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff
- Encouraging the reporting of all work related accidents, incidents and their subsequent investigation to facilitate the prevention of recurrence
- Measuring and reviewing performance and taking actions on lessons learned
- Continual improvement in health and safety management and performance

This Health and Safety Policy will be reviewed annually and revised as necessary to reflect changes to the business activities or following changes to legislation.

### **2. Organisation**

In order to comply with the Governing Body's Statement of Intent, the school's management have additional responsibilities assigned.

#### **2.1 Governing Body**

- The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.
- The Governing Body has the following responsibilities, discharged by the Finance and Premises Committee -
- Ensure that the Headteacher has made adequate arrangements to discharge his responsibilities for health and safety within the school.
- Take an active role in the development and review of the health and safety policy for the school that reflects local procedures and policies

- Appoint a Health and Safety Governor to monitor and review the school Health & Safety Policy and its implementation.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance.
- Ensure health and safety issues are covered at meetings of the governing body, either through a special meeting or a standard agenda item.
- Provide information to the Local Authority on health and safety matters when requested
- Ensure adequate resources are given to safety issues
- Ensure adequate information, instruction and training is provided for governors and staff
- Promote the active participation of staff in improving health and safety performance

## 2.2 Headteacher

Overall responsibility for the day-to-day management of health and safety rests with the Headteacher.

The Headteacher has the following responsibilities:

- Cooperate with the Governing Body to ensure that the health and safety policy and procedures are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors
- Ensure that effective arrangements are in place to proactively manage health and safety through the production, revision and implementation of risk assessments
- Report to the Governing body on health and safety performance and any safety concerns which may need to be addressed by the allocation of funds
- Ensure that the premises, plant and equipment are maintained and in good working order
- Report to the Local Authority any significant risks which cannot be rectified within the school's budget
- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure that consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a staff committee to be set up

## 2.3 School Health and Safety Coordinator (School Business Leader)

The School Business Leader acts as the School's Health and Safety Coordinator and provides support to the Governing Body and the Headteacher to enable them to fulfil their health and safety duties.

The Health and Safety Coordinator has the following responsibilities:-

- Ensure they are familiar with the school's health and safety management system

- Coordinate and manage the annual risk assessment review process for the school
- Coordinate workplace monitoring inspections and performance monitoring process
- Keep up to date with health and safety legislation and case law
- To coordinate the provision for the inspection and maintenance of work equipment throughout the school
- Manage the records of all health and safety activities including management of the fabric of the building and building services
- Advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, students and visitors
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

#### 2.4 Heads of Department

The Heads of Department support the Governing Body and the Headteacher to fulfil their health and safety duties within their area of control.

Heads of Department have the following responsibilities: -

- Actively lead the implementation of the Health and Safety Policy
- Ensure that all equipment and machinery is maintained and in good working order and defective equipment is not used until the necessary repairs are carried out
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure risk assessments are undertaken in line with school policy, for the activities for which they are responsible and that identified control measures are implemented
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them
- Carry out regular checks of their areas of responsibility and report any findings which require remedial action
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- Consult with staff on all health and safety issues

- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

## 2.5 All Employees

Under the Health and Safety at Work 1974 all employees have general health and safety responsibilities.

All employees have responsibility to:-

- Take reasonable care for their own health and safety and anyone else who may be affected by their work
- Comply with the school's health and safety policy and procedures at all times
- Exercise effective supervision of students within their control and to know the procedures for fire, first aid and other emergencies
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Use equipment, fixtures and fittings in the manner for which they are intended in order to protect the health, safety and welfare of others
- Report all defects of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

## 2.6 Students

All students must follow safe working practices and observe all school safety rules.

Students, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Inform any member of staff of any situation which may affect their safety.

## 2.7 Visitors and other users of the premises

- The School Business Leader ensures that a suitable system is implemented whereby visitors are required to record their visit using an electronic signing-in and out system. This includes all visitors to the school including Governors, contractors and volunteers.

- Visitors are required to wear a visitors' identification badge and to be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school premises, the person accompanying the visitor will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported to the Lead First Aiders and an investigation undertaken as soon as possible by the School Business Leader.

## 2.8 Health and Safety Advice

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They will: -

- Advise the school on health and safety legislation and relevant updates
- Provide workshops and training on a range of statutory health and safety requirements
- Provide guidance documentation to support health and safety management.
- Undertake a health and safety audit on a twice yearly basis, giving advice on improvement and promoting best practice across the school.
- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.
- Consult with Headteachers and Trade Unions via the School H&S Forum.

## 3. Procedures and Arrangements

The following procedures and arrangements have been established within our school to provide a safe and healthy working environment for staff, students and visitors.

### 3.1 Accident/Incident Reporting & Investigation

The school is aware of the need to record incidents to enable monitoring of the safety management system and the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Local Authority's Incident and Accident reporting system, EcoOnline, is utilised for recording such incidents. This is the responsibility of the Office Manager and First Aid Administrator.

Accident and incident reports, including serious injuries, are investigated by the School Business Leader or Exams Officer who supports the School Business Leader with health and safety tasks. Advice and support may be requested from the Local Authority's Health and Safety Team as part of the investigation process. Investigation outcomes are reviewed and signed off by the School Business Leader, Exams Officer or the Local Authority's Health and Safety Team. The person fulfilling the sign off role cannot also be the investigating officer.

Certain work-related injuries to a member of staff or a student must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare a

report as part of the investigation process. The School Business Leader will report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

Accident and incident trends are monitored by the School Business Leader and form part of the investigation process. It may be necessary to meet with the Head of Department, manager, staff members etc. as part of this process to review practice and agree action points in order to reduce future occurrences. Trends are reported to the Headteacher in the form of an oral report, summarising agreed action points.

### 3.2 Communication & Consultation

The school has established arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. This includes sharing of information via staff meetings and briefings, email communication (both to and from staff), discussions with Heads of Department and Line Managers, individual members of staff or specific teams.

Staff Consultative Committees meet during the academic year with Senior Leaders, staff and TU representatives in attendance. Meetings provide a forum for staff to raise issues and discuss health and safety matters with the Senior Leadership Team. A Committee membership list is available from the Headteacher's PA. Agendas are circulated prior to meetings with minutes produced and distributed to all staff via email. Staff representatives are also able to provide verbal feedback from meetings.

### 3.3 Health and Safety Training

Employees receive information and training about health and safety to help them to meet the roles and responsibilities identified within this policy, as well as to enable them to assess risks that are specific to their role.

Staff training is provided at a whole school, department/team or individual level depending upon the person's role in school and their exposure to risk. Requests to attend training are made to the Deputy Headteacher as the Senior Leader for staff training. Training needs can be formally discussed as part of the staff appraisal process or informally in response to a change in role, updated legislation/guidelines, refresher training needs etc. Training can be provided in a range of formats including in-house training, written guidance or external/virtual courses.

Training records are held centrally by the HR Administrator. The School Business Leader is responsible for overseeing cyclical health and safety training. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits. Time limits for refresher training range from 12 – 36 months, depending upon the course undertaken.

Three members of staff (the School Business Leader, EVC Co-ordinator and Site Manager) are IOSH trained including assessment of risk and managing safely.

### 3.4 a) Construction (Design and Management)

Where any construction works are carried out, the school will liaise with the Local Authority to ensure works are appropriately planned and competent contractors are appointed. The school will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. The school will ensure that any health and safety file, prepared in relation to a project, is obtained from the contractor following completion of the works and kept readily available for inspection.

#### b) Construction (Design and Management) – New School Build

A temporary New Build sub-committee has been created by the Governing Body to ensure health and safety management systems remain in place and are effective. This follows a demonstrable change to the arrangement and management of the school estate during the construction and demolition phases that are required for the new school build.

School have been assured that the contractor, BAM, assumes responsibility for health and safety management of all activities pertaining to the construction site for the new school build. However, where activities associated with construction of the new school result in a review or adaptation to the live school site, such activities are deemed to be within the risk management control of the school. Consequently, Governors and school leaders agree that it is appropriate and necessary to document such activities in order to maintain an accurate audit trail of actions.

School has developed a health and safety document to record activities and actions affecting the live school site and this document will remain in place throughout the construction and demolition phases of the new school build. It is additional to the school's existing health and safety management policies and procedures and is reviewed on an ongoing basis with half termly reports to the New Build sub-committee, including health and safety items.

### 3.5 Contractor Management

The school will carry out checks to ensure that any contractor used is competent and that any works are carried out safely. All contractors will be required to have current registration with a contractor safety scheme (eg CHAS) or will be required to complete a Pre Qualification Questionnaire (PQQ) which the school will review prior to work commencing. In addition, contractors are required to provide copies of insurance documentation and completed risk assessments for all activities.

Once onsite, the contractor will be supervised by school staff to ensure ongoing safety and security of the school.

### 3.6 COSHH (Control of Substances Hazardous to Health)

All reasonable steps will be taken to prevent staff and students from exposure to substances that are hazardous to health. Where this cannot be achieved, a COSHH risk assessment will be produced and communicated to relevant staff. An inventory of all hazardous substances on site will also be produced and reviewed on an ongoing basis. John Archbold is the COSHH coordinator who will be responsible for this. The Sypol system, provided by the Local Authority, is utilised for COSHH assessment purposes. A copy of the COSHH inventory is available on the staff shared area. Only those chemicals, cleaning products, maintenance materials etc that are purchased by the school should be on the school site. Staff must not bring products into school from home. COSHH assessed products must be securely stored and stock levels monitored by the relevant department.

### 3.7 Display Screen Equipment (DSE)

Staff who are required to work with display screen equipment continuously for over an hour a day are asked to carry out a DSE self-assessment and to forward the completed form to their



line manager. Staff who have been identified as a DSE user are entitled to an eyesight test every 2 years by a qualified optician.

### 3.8 Educational Visits (off-site)

The school's Educational Visits Co-ordinator is Peter Lilley and he is responsible for overseeing procedures and documentation for all educational visits. Advice and guidance is provided by the School Improvement Adviser, Sport & Culture for the Local Authority.

The Local Authority's Health and Safety of Students on Educational Visits policy is implemented by the school. Full information and guidance regarding offsite educational visits, including residentials and required risk assessments, is available from Peter Lilley.

All visits are subject to approval by the Educational Visits Co-ordinator and Headteacher before they are allowed to take place. Furthermore, certain categories of activities, namely those involving overnight stays, trips abroad, or adventurous activities, are also subject to approval from the School Improvement Adviser, Sport & Culture for the Local Authority before they can go ahead.

### 3.9 Emergency/Fire Arrangements

In the event of a fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The School Business Leader will ensure a fire risk assessment is undertaken, implemented and reviewed every two years or when there is a change in environment or work activity/process. Action points identified within the fire risk assessment are identified and progress is monitored and documented by the Site Manager.

Fire and emergency evacuation procedures are outlined in full in the Staff Handbook and a summary is posted in every classroom and office. These procedures will be reviewed annually. Staff will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing into the school. Evacuation procedures will be practised by termly evacuation drills, which will be recorded in the fire logbook by the Site Manager. Service isolation points (gas, water & electricity) are marked onto a site plan for emergency service use and are identified by appropriate signage.

In addition, the school has a detailed Crisis Contingency and School Continuity Action Plan which provides a framework to manage the response to any school disruption or emergency, to maintain critical activities and recover from an incident quickly and efficiently. This is reviewed every three years by the Finance and Premises Committee.

### 3.10 Employee Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or a member of the Senior Leadership Team.

Confidential HR support is available in school from Linda Buckle (teaching staff) and Natalie Thorne (support staff). School has access to private counselling and physio services, funded by the school, and also referral routes to the Local Authority's Occupational Health team and HR Business Partner for further advice and support.

### 3.11 First Aid & Medication

#### a) First Aid

The school is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. Detailed information regarding first aid is held within the Staff

Handbook. The First Aid Administrator holds an up-to-date list of first aiders. Training is updated on a cyclical basis (3-yearly).

It is the responsibility of the First Aid Administrator to check all First Aid kits on a termly basis to ensure they are adequately stocked and records are maintained.

AEDs (automated external defibrillators) are located within main reception and outside the Sports Hall automatic entry doors.

b) Medication

The First Aid Administrator is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the First Aid Administrator.

All non emergency medication kept in school is securely stored in a lockable cupboard in the school office and refrigerated medication is kept in a clearly labelled container within a fridge with access strictly controlled. All students know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away. These are kept by the First Aid Administrator in the main office and are clearly labelled.

3.12 Lettings

The Site Manager will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

3.13 Manual Handling

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out prior to the activity being undertaken. School provides a range of manual handling aids to mitigate the risks associated with such activities.

3.14 Risk Assessment

a) General

The school conducts and documents risk assessments for all activities which present significant risks to staff, students and visitors. They are coordinated by the School Business Leader.

Risk assessments are available for all staff to view and are held centrally in electronic format by the School Business Leader. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

b) Curriculum

Risk assessments for curriculum activities will be carried out by Heads of Department and classroom teachers using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into schemes of work and lesson plans.

c) Lone Working

The school recognises that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have determined, by risk assessment, those activities where work can be done safely by one unaccompanied person.

They are Assistant Caretakers working evening and weekend shifts, and the Behaviour Manager, Learning Support Assistant (behaviour specialist), Outreach Tutor, Attendance Officer and Learning Mentor conducting home visits. All staff undertaking lone working complete Lone Worker training provided by The Local Authority's Health and Safety Team.

d) Individual Risk Assessment

The school recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and students. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:-

- New/Expectant Mother
- Person with a disability or a short term ailment
- Young or inexperienced member of staff

A member of the Senior Management Team or line manager, in cooperation with the individual (and their parent/guardian in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

e) **Covid-19**

Government *Guidance on the Actions for Schools During the Coronavirus Outbreak* was withdrawn in April 2022 with schools advised to refer to emergency planning and response policies and guidance in its place.

School maintains a Covid-19 risk assessment, a copy of which is available from the School Business Leader. Whilst there is no longer a legal requirement for staff and students with COVID-19 to self-isolate, school continues to advise staff or students with any of the main symptoms of COVID-19, or a positive test result to isolate for up to five days.

In the event of a local outbreak, school will work with the local health protection team who will advise if additional action is required. This may include implementation of the school's Outbreak Management Plan.

### 3.15 Safe Driving

a) Minibuses

All drivers for school minibuses must be over 21 and hold a full Category B (car) licence. Drivers must also undergo a formal driver assessment. The Site Manager maintains a list of approved drivers, who are subject to annual checks of their driving licence.

All school approved minibus drivers are expected to complete a pre-use checklist prior to each journey. If any issues are identified, the driver is to inform the Site Manager who will take remedial action.

b) Traffic Management

Vehicular access will be restricted at times when students are coming/leaving the premises. Additional controls were introduced in September 2022 to limit delivery vehicles entering the lower carpark at designated times when students are moving around the school site. Restrictions have also been introduced for pedestrian routes to further mitigate this risk.

Where the premises allow, traffic routes will be a one-way system and speed limits of 5mph enforced with speed limit signs displayed. Cars must be parked in designated parking bays as access to the site must be kept clear at all times for cases of emergency.

### 3.16 Premises Management

a) Inspections

An inspection of the site will be conducted by the School Business Leader and Site Manager on a termly basis. Responsibility for following up items noted from the site inspection will be with the Site Manager.

The Finance and Premises Committee will be involved in monitoring the school's health and safety management systems and report back to full governing body meetings as required.

The Local Authority will complete a Health and Safety inspection on a two yearly basis as part of a Service Level Agreement.

A Fire Risk Assessment including site inspection will also be carried out on a two yearly basis.

School has a comprehensive Building Management Handbook which includes information regarding inspections, servicing and testing as well as other site management activities. All statutory and advisory checks are documented in the school's health and safety recording spreadsheet.

b) Asbestos

An asbestos survey and management plan is in place for the school in accordance with the Local Authority's Asbestos Management Plan. The school's asbestos file (including school plans, asbestos survey data and site specific management plan) is held at the Main Office.

The Site Team will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. fixing anything to walls without first obtaining approval from the School Business Leader or Site Manager.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to the School Business Leader or Site Manager and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to the Local Authority's Health and Safety Team.

The school's asbestos duty holders are Natalie Thorne and Ben Wood and refresher training is required three yearly.

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at predetermined intervals to ascertain whether there has been any damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

c) Legionella

A Legionella risk assessment for the school is completed by Gateshead Council. It will be reviewed every two years or where significant changes have occurred to the water system and/or building footprint. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water hygiene log book. Records will be kept of all maintenance, temperature monitoring and sampling which have been carried out.

### 3.17 Safeguarding and Security

a) Safeguarding

The School has an established safeguarding procedure in place, documented in the school's Child Protection Policy. Staff receive annual child protection training delivered in-house by the Designated and Deputy Designated Leads for Child Protection. All disclosures or matters

pertaining to safeguarding/child protection should be directed to the Designated/Deputy Designated Leads or Senior Management Team.

b) Security

The School has a Crisis Contingency and School Continuity Action Plan which documents plans and actions that will enable school to manage and respond to incidents related to school security.

To ensure there is a clearly defined route between the site entrance and reception, the school will maintain only two points of access/egress throughout the school day for the public. This applies between the times of 9am – 3.15pm (2.15pm Tuesday) via the sliding gate (pedestrian) and the lower carpark (vehicular and accessible/pedestrian). CCTV is available at all visitor entry/exit points.

Visitors will be required to report to reception, state the reason for their visit and sign in using the school's visitor management system. Following sign in, the visitor will be issued with a badge which will identify the individual as a visitor; this badge must remain visible at all times throughout their visit. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. In the event that the visitor refuses to comply with the above procedures, they will be asked to leave the site immediately and a member of the Senior Management Team informed. They will consider the situation and decide if it is necessary to inform the police.

The visitor must not be allowed to move around the site unaccompanied unless they have met the school's Enhanced DBS criteria. Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the aforementioned school contact will take the visitor to the fire assembly point. Should an incident/accident occur involving a visitor, it must be reported to the Lead First Aiders and an investigation must be undertaken as soon as possible by the School Business Leader.

### 3.18 Work at Height

Where work at height activities cannot be avoided, a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height. Only employees who have accessed the necessary training are authorised to work at height. Working at Height training is provided by the Local Authority's Health and Safety Team. Only those staff who have completed PASMA training may use the school's scaffold tower.

Working at height equipment is suitable for industrial use and to the required British Standard.

Access equipment such as ladders, stepladders and kickstools are subject to monthly recorded inspections to ensure they are suitable and in good working order. It is the responsibility of the Site Manager to carry out and record these checks.

### 3.19 Work Equipment

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Health and Safety file in the Site Manager's office.

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will also ensure specific training or

instruction needs, personal protective equipment requirements are provided and relevant risk assessments conducted where required.

### 3.20 Electrical Safety

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subject to the same tests as school equipment.

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Inspection and testing of all portable appliances will be carried out by an external contractor on an annual basis. The Site 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.

A fixed electrical installation test (fixed wire test) will be conducted by an external contractor on a 5 year cycle. A programme of electrical upgrades is ongoing within retained buildings to improve energy efficiency.

### 3.21 Gas Appliances

All gas appliances are subject to an annual gas safety check and this is carried out by an external contractor. No person shall interfere with any gas appliance or gas fitting/pipe work unless qualified and competent to do so. Such works requires authorisation from either the School Business Leader or Site Manager prior to work commencing.

### 3.22 Lifts/Lifting Equipment

The school will service lifts and lifting equipment as per the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. External contractors carry out tests and examinations on a 3 monthly basis. All thorough examination reports will be kept for as long as the equipment is being used.

### 3.23 Slips, Trips and Falls

The Health and Safety at Work etc Act 1974 require any floor surface to be suitable for its purpose and kept free from hazard or obstruction which may cause a person to slip, trip or fall.

The school will provide a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to slips, trips and falls. This will be monitored by regular site inspections and undertaking maintenance when necessary.

Employees are asked to -

- Maintain a clear and tidy work area to reduce the likelihood of hazards.
- Clear up spillages and use appropriate signage to warn people of hazards.
- Report any defects in systems, practices or equipment to the Site Manager.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

### 3.24 Workplace Health, Safety and Welfare

The school will ensure that it meets the health, safety and wellbeing needs of staff, students and visitors, this will include providing -

- Sufficiently ventilated enclosed work areas.
- A reasonable, comfortable temperature within school.
- Suitable lighting.

- Adequate space for activities.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.

The Health and Safety at Work etc Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health of their employees at work. This includes taking steps to make sure they do not suffer violence, abuse or stress-related illness as a result of their work.

School can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or students. It is enough for a member of staff or a student to feel threatened.

In addition, Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance.

#### 4.0 Review and evaluation

School monitors and reviews performance on an ongoing basis to ensure it is taking appropriate corrective action, sharing learning and putting in place necessary improvements.

Examples include (this list is not exhaustive) –

- Reviewing and updating health and safety policies to ensure they continue to reflect local practice. Adding, expanding and clarifying on any areas of concern.
- Reviewing risk assessments to ensure they continue to reflect local practice. Adding, expanding and clarifying on any areas of concern.
- Reviewing and responding to accidents/incidents with an openness to consider lessons to be learned.
- Reporting information and evaluations to the school's Governing Body, answering questions regarding procedures and performance and responding to recommendations.
- Participating fully and openly with site audits and inspections e.g. the Local Authority's Health and Safety team.
- Maintaining an ongoing dialogue and open door policy with employees to ensure health and safety policies and procedures are fit for purpose.
- Reviewing practice against new guidelines and legislation. Updating school policies and procedures to reflect these changes.