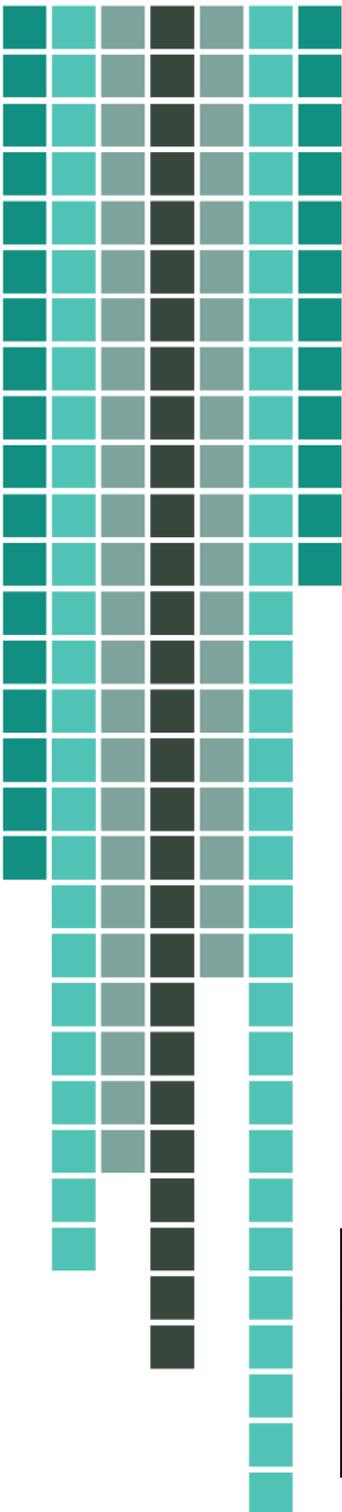


# Eggar's School

## Health & Safety Policy



Reviewer	Janice Finnimore
Reviewed	May 2019
Next review	May 2020

## **STATEMENT OF INTENT**

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, employers and all council departments in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at Eggar's School is held by the Governing Body (GB) who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### **Responsible Manager**

The Head Teacher is the Responsible Manager for the premises, who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the GB as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers)**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions

- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Undertake periodic health and safety training as required

### **On-Site Health & Safety Officer**

The Health & Safety Officer is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He is to work within the parameters of any provided training and in accordance with risk assessments (RA) and the on-site safe working practices.

The on-site health & safety officer will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He is to work within his level of competence and seek appropriate guidance and direction from the responsible manager, Head Teacher and RW Safety Solutions as required.

### **All Teachers & Cover Supervisors**

The responsibility of applying local safety procedures on a day-to-day basis, in their respective areas, rests with the teachers and cover supervisor/s. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff / student teachers under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk and use the Site Team e-form to report any works needed.

### **Health & Safety Committee**

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Head Teacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of 3 members of staff and they meet regularly (no less than twice a month, in term time). Meetings can comprise of all 3 members together or one-to-one consultations, where necessary. Minutes of full team meetings are circulated to members of the Senior Leadership Team.

### **Fire Safety Co-ordinator**

The Fire Safety Co-ordinator is the competent person for fire safety on the premises and acts on behalf of the Head Teacher. He has attended an appropriate fire safety training course (Risk Assessor) and will refresh this training every three years. The fire safety co-ordinator is responsible for the oversight of the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual (in conjunction with the Site Manager).

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Head Teacher, Site Manager and RW Safety Solutions as required.

### **Health & Safety Representatives**

The premises health and safety representatives will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and training.

### **Heads of Department**

Heads of Department are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Head Teacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

### **Legionella Competent Persons**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable Legionella to be managed safely. He has attended training and will refresh this training at intervals not exceeding three years and all training records are retained. The Site Team are the staff members who check their recorded data to ensure water temperature is within tolerance levels.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and the Legionella Written Scheme. They will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager, Head Teacher and RW Safety Solutions as required.

### **Asbestos Competent Person**

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Head Teacher to provide the necessary competence to enable asbestos to be managed safely. He has attended training and will refresh at intervals not exceeding three years. All training records are retained.

The Site Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the Site Team are competent in the use of the asbestos register and that asbestos is managed in accordance with school requirements. This is overseen by the school's SLA provider - HCC Property Services (HCC PBRs).

The Site Manager will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the responsible manager, Head Teacher and RW Safety Solutions as required.

### **Accident Investigator**

The on-site trained accident investigators will lead on all accident investigations in accordance with school procedures.

### **Health & Safety Assistance & Advice**

RW Safety Solutions is the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from RW Safety Solutions must be sought.

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Eggar's School and are to be used alongside other current school procedures and policies. In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in Reception (or the Site Office outside of the school day) as follows:

Accidents to students are to be recorded in the accident book using the green pad; accidents to employees, contractors or visitors are recorded on the blue pad. Less minor pupil accidents are recorded in a spread sheet. All records are held by the Welfare Officer in Reception. Regular accident reporting is submitted to the GB via the Site Manager.

In accordance with R W Safety Solutions reporting injuries general guidance, the more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with RW Safety Solutions and reported using the HSE's online RIDDOR (F2508) reporting system. This also applies to dangerous occurrences and diseases.

All significant accidents and incidents are to be immediately reported to the Responsible Manager by the School Business Manager. The trained accident investigator will always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. Accident investigation outcomes will be shared with all staff via email/staff briefings.

The Responsible Manager will ensure that the GB and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by termly reports to the GB for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community third party users must report all incidents related to unsafe premises or equipment to the school. The Site Manager will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Administration of Medicines Policy <T:\Common\Staff Handbook\Policies and Statutory Documents\Medicines Admin of 2017.pdf>

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the asbestos competent person.

### **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy <T:\Common\Staff Handbook\Policies and Statutory Documents\Child Protection incl allegations 2019.pdf>

### **Community Users/Lettings**

The Site Manager will ensure that:

- Third parties and other extended service users operate under hire agreements.
- The premises are safe for use and are inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and use of call points during their first visit for hiring purposes. When hirers sign the hiring agreement, they also sign to confirm that they have been made aware of these procedures.
- Hirers are issued with the telephone numbers of the Site staff on duty (plus the emergency number).

A Health & Safety Guidance leaflet for Community Users (orange copy) and RA is shared with all Lettees at the initial booking stage and following any updates. Equipment for use is determined in the RA and an

induction is performed on its usage. Hirers are required to have their own RAs for specific activities such as sport, and a copy of any hirer's RA is held in Reception. Any hirer who wishes to use the school kitchen must have a current Level 2 Hygiene Certificate.

Induction for usage of the Fitness Suite is undertaken by the Curriculum Leader for PE (the Fitness Suite is not let to the community). All other induction of equipment is undertaken by the Site Manager.

The H&S Policy is located on the school website and hirers are signposted to this at the initial booking stage.

### **Contractors on Site**

Many contractors who come on site are engaged via the School's SLA with HCC PBRS, and have been subject to prior vetting for competence levels. Where contractors are engaged directly then appropriate safe selection procedures are used to ascertain competence prior to engaging their services; this includes a need for the contractor to demonstrate evidence of competence to the Site Manager. All contractors will require adequate RAs to be sighted to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to Reception where they will be asked to show photo ID, read the H&S Guidance leaflet be issued with the School's Blue Card instructions for contractors on site and sign the visitors' book and asbestos register. Signing in indicates that they have read and understood the information. All contractors must be issued with a local project specific contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements from the Site Manager.

Contractor work on site during holiday periods must be pre-arranged via the Site Manager. On arrival on site contractors must sign in, in the Caretakers' book, and sign the asbestos register located at Reception. The H&S leaflet and Blue Card instruction will be located on the signing in desk at all times, during the holidays.

### **Curriculum Activities**

All safety management and RAs, including COSHH, for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, Ray West and any HCC Outdoor Ed, PE & Sport Service & Property Services SLA requirements, as appropriate. Heads of Department and the appropriate subject teachers / technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Higher level risk classrooms have appropriately trained staff to undertake higher level RAs. This training is monitored by the Personnel Officer and is offered subject to availability. Such training is subject to GB checks annually.

### **Display Screen Equipment**

All users must complete periodic workstation assessments and any issues will be actioned as necessary by the H&S Committee. Workstation assessments are to be routinely reviewed at intervals not exceeding three years (currently these are reviewed every 2 years). Following initial set up at induction, new staff are invited to complete an assessment within their first month if any changes become necessary to their workstation. Staff whose opticians confirm that spectacles are necessary for DSE work are entitled a free eye test and £50 towards the cost of spectacles every 2 years. Consideration may be given to reducing this timeframe where a specific eye problem exists. All staff are considered DSE users.

### **Drones**

Drones are not currently used on site. In exceptional circumstances, they may be used providing this is with prior permission from the Head Teacher and must be used in accordance with a relevant risk assessment.

### **Electrical Equipment**

The Site Manager/Head Teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Electrical equipment is not to be used if found to be defective in any way
- Defective electrical equipment is to be reported and immediately taken out of use until repaired

- All portable electrical equipment will be inspected/tested at appropriate intervals by a suitably qualified company
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Site Team and it has been PAT tested by them first, with a label affixed to evidence this.
- Ad hoc PAT testing is undertaken by a competent person/s. New equipment purchased by the school will be first tested on the annual whole school PAT testing cycle
- PAT testing will be carried out bi-annually on computer equipment and annually on all other electrical equipment
- Electrical equipment process requirements are included in the Induction Programme for new staff

The Network Manager / H&S Administrator will email periodical reminders to All Staff as per the H&S e-diary. Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the Site Team and attended to as soon as possible. Staff can do this via the appropriate e-form, email or verbally.

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school/premises emergency evacuation plan. The school/premises has a fire emergency plan for fire related emergencies and an emergency evacuation plan (and Lock Down procedures) for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) are completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes students and staff. All staff are emailed by the Welfare Officer to alert them that a new student PEEP is in place. The Welfare Officer holds the PEEPs on file in Reception.

For vulnerable staff (ie. returning to work following long-term sickness), a PEEP would be incorporated into a Looking After Best Interests Risk Assessment.

### **Fire Safety**

Arrangements regarding fire safety are set out in the school Fire Safety Manual in <T:\Common\HEALTH & SAFETY\Fire Manual>. They are annually reviewed by the H&S Governors. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Head Teacher will ensure through the Fire Safety Co-ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- Staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the premises Fire Safety Manual
- The Fire RA is reviewed regularly by the Fire Safety Coordinator as new hazards, controls or required amendments are identified. This RA is a live document that is annotated/updated regularly by the Site Manager and H&S Admin Assistant.
- Staff are trained as Fire Marshals and this is drilled during evacuation practice on a termly basis. See <T:\Common\HEALTH & SAFETY\Fire Marshal Plan>

## **First Aid**

Arrangements regarding first aid provision – including bumped heads management - are set out in the First Aid Policy (T:\Common\Staff Handbook/Policies & Statutory Documents). The names and locations of the first aid trained staff on site are listed in the First Aid Policy and also held at Reception and on the SRNB. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

\* See also First Aid information under Health Care for Students with Medical Conditions.

## **Footwear**

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a 'sensible' nature and worn appropriately, particularly in areas involving direct delivery of services to students, staff, parents and other members of the school community. 'Sensible' includes no excessively high heels, bare feet, slippers, flip-flops, or other backless shoes/sandals which could impede safe lifting and handling or cause a hazard when walking around the school site (especially up and down stairs).

## **H&S Diary**

This bring up diary hosted on Outlook is managed by the H&S Administrator and details dates of all H&S checks carried out by the Site Team, RA and COSHH reviews, PAT testing, etc. A Diary Alerts system ensures that all checks due are flagged up to the H&S Administrator who will dismiss each item when there is evidence of it having been carried out e.g. during (weekly) meetings with the Site Manager.

H&S staff training expiry dates and Fire Drill scheduling are managed separately by the Personnel Officer and Fire Safety Coordinator respectively.

## **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be serviced by appropriate competent contractors or via the School's SLA with HCC PBRs.

Zurich engineers also inspect LEV (Local Exhaust Ventilation) equipment including Fume Cupboards.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out. Staff can do this via the appropriate e-form, email or verbally. This e-form is also to be used for reporting general H&S matters which need urgent Site team attention such as maintenance, repair or removal from use.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH or CLEAPSS assessment has been undertaken by the trained COSHH / CLEAPSS assessor, and the product has been approved for safe use on site by the Site Manager. CLEAPSS is subscribed to via CLEAPSS.

COSHH & CLEAPSS safety data sheets are stored in relevant departments and Site team also have keys to all departmental COSHH cupboards.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH & CLEAPSS assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH & CLEAPSS assessments.

All hazardous substances are to be stored in secure and signed storage when not in use - located in the Site store, Science prep room, chemical store in S4, store cupboard in S5 and Art T1 and in HC3S store in the Refectory for these premises. These storage areas are to remain locked at all times and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team and in the Fire Manual.

### **Healthcare for Students with Medical Conditions**

A significant number of staff have received training in Supporting Students with Medical Conditions. This training is sufficient to ensure staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements set out in individual healthcare plans (which are updated by the school nurse). They will have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

If there is a child on a school trip with a medical condition then there will be someone on the trip who is trained, or has instruction, to meet that child's medical need (this may be a parent in lieu of a member of staff, where necessary). The Head Teacher will be able to make a sound judgement on what level of knowledge and training is required to support individual children.

\* At least one trained First Aider will accompany students on school off-site trips or activities. The exception to this being local trips i.e. those which do not require transport and are of a non-hazardous nature. Upon Head Teacher approval these visits may rely on the support of the medical facilities / support of the venue. Alternatively, Staff are instructed to call 999, in the event of a medical emergency.

In terms of insurance, the school use HCC Evolve to support with education out of school. This is overseen by the Education Visits Coordinator.

### **Hot Drinks**

Hot drinks consumed when students are present should only be in suitably-lidded or silicone-covered cups (especially if having a drink at break times whilst on duty.) Staff should ensure lids are properly secured before moving into an area where students could be.

### **Hot Work Permits**

All contractors are required to have these when carrying out Hot Works at the school. The Site Manager checks these are in place and that they include all necessary and important information before allowing the work to be carried out. The Site Team are instructed to check with our insurers (Zurich), ahead of any Hot Works being carried out.

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises on line Site Team Requests defect log.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

Routine documented inspections of the premises (internal and external) will be carried out every half term, by the Site Manager and H&S Administrator in accordance with the premises inspection schedule. Inspection findings are to be recorded locally and records retained. This is presented to the CS&E Committee at each meeting. Annual site walks take place with Ray West. Additionally, the H&S Governors carry out annual checks of all 5 H&S pillars – First Aid & Accident Reporting; Fire Safety; Site Interior & Exterior; COSHH & Risk Assessments; Provision of Information - and report back to the GB on their findings.

Defects identified during these routine documented inspections are to be immediately reported to Site Manager. Any jobs called in to HCC PBRs are recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at Site Manager and/or LT and/or H&S Committee level. All high level concerns and actions are reported to the GB.

Periodic detailed inspections of the premises safety management system will be carried out every year by HCC PBRs, Site Manager and a member of the GB. These documented inspections will examine all areas of the safety management system.

### **Kitchens**

The main kitchen area in the Refectory is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is held by the contracted catering company HC3S and the school's Commercial & Development Chef. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices (including any lettees).

Safe working procedures and authorised access for other kitchen areas, canteens and food preparation areas are:

- Food Technology departmental specific procedures
- A RA has been completed for the small kitchen area by Reception (RA 039) and the kitchen area in the Staff Room (RA 019) and all local departmental refreshment points (RA 073)

### **Legionella Management**

Legionella management on site is controlled by Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are retained for auditing purposes.

### **Lone Working**

All lone working is to be approved by the Site Manager and is to be carried out in accordance with the premises lone working RA and Site Security and Lone Working Policy and Procedures. The lone working RA for personnel who may undertake lone working on this site can be found <T:\Common\Health & Safety\Risk Assessments\Academy Risk Assessments\006 Lone Working Risk Assessment.docx>. Staff are directed to the Lone Working RA are via email and Lone Working information is also located on the Staffroom Noticeboard (SRNB).

### **Minibuses**

The Site Manager is responsible for the operation and maintenance of the school's minibuses in accordance with school procedures. All minibus drivers must have completed MiDAS training prior to being permitted to transport students in the school minibuses. Drivers must have D1 on their driving licence to be entitled to drive the 17-seater minibus. The 15-seater minibus does not require the driver to have D1 on their licence.

### **Moving and Handling**

All staff must complete foundation moving & handling training at periods not exceeding three years. This is complemented by an annual refresher training program and via e-learning, during induction of new staff. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. Any students supporting a member of staff with light moving & handling, must have received instruction on how to do so safely and be closely supervised, at all times.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. Key staff i.e. Site Team, Technology, ICT, Music/Drama & Science technicians - are expected to undertake regular physical work which would typically include significant moving and handling, therefore they must attend higher level moving and handling training specific to their work requirements.

### **Near Miss Reporting**

Any member of staff who experiences a Near Miss must report this to a member of the H&S Committee via the Near Miss form on the Eggar's Hub. This information is transferred automatically to a spreadsheet

that is regularly monitored by the Health & Safety Administrator. The Site Manager will then inspect and carry out any necessary actions/repairs.

All near misses are to be reported, including those that occur offsite whilst staff are engaged in school related activities, with or without students.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the HCC Evolve/Outdoor Education Service's procedures and guidance.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

### **Provision of Information**

The Site Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include the Common drive (for Risk Assessments, Fire Evacuation arrangements and Near Miss reporting), the SRNB, staff briefings, H&S Team meetings and minutes, H&S email distribution, verbal and signature based receipt of induction.

Local health and safety advice is also available from the H&S Committee. RW Safety Solutions can provide both general and specialist advice.

The Health and Safety Law poster is displayed on the SRNB together with a copy of the Health & Safety Policy & associated policies; Fire Evacuation Plan & Site Plan (including First Aid Kit locations); photo list of First Aiders; key Risk Assessments (Lone Working); any updates to H&S Law & Regulations; and current H&S issues.

### **Risk Assessment (RA)**

General RA management will be co-ordinated by the Site Manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors will oversee the correct completion of RAs. RAs will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All RAs and associated control measures are to be approved by the most appropriate departmental Responsible Manager or their delegated member of staff prior to implementation. Completed RAs are stored in <T:\Common\HEALTH & SAFETY\Risk Assessments\Academy Risk Assessments> (and/or in hard copy in departments) and will be reviewed periodically in accordance with each RA's review date as listed for review in the premises bring-up diary system.

In addition to general and departmental RAs, confidential Looking after Best Interest RAs are also completed where necessary for staff returning to work following absence through illness/injury.

### **Security**

Arrangements regarding security are based on the premises security RA and are set out in the on-site security policy & procedures.

### **Smoking**

Smoking is not permitted on the premises except in the case of public outdoor events. This includes Vapes and e-cigarettes. Any smoking on site will be separately risk assessed.

### **Stress & Wellbeing**

Eggar's School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. The school subscribes to the HCC Employee Support Line. Further information is obtainable through the Personnel Officer.

### **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises Traffic on Site RA in <T:\Common\HEALTH & SAFETY\Risk Assessments\Academy Risk Assessments\021 Traffic on Eggar's Site Risk Assessment.docx>

Drivers on site should:

- Comply with the School's Traffic on Site RA
- Drive carefully
- Be vigilant for children crossing
- It is not permissible to ride bicycles or scooters within school grounds

### **Training**

The Head Teacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist. Areas covered include Health & Safety Policy and Procedures; Security Arrangements and Crime Prevention; PAT Testing; Fire; First Aid; Statutory Training Courses (such as Moving & Handling) and additional training requirements identified for their role.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy (as outlined above)
- Appropriate local training regarding RAs and safe working practices – this includes foundation/refresher training, display screen equipment, fire, near miss, step stools/ladders, moving and handling
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by the Personnel Officer who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff via a bespoke diary system [ie. and not via the H&S diary].

On-line top-up training (IHASCO) is provided for staff where necessary, eg. Fire Marshal and Moving & Handling.

### **Violent & Aggressive Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Eggar's School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential. Records are held at Reception, by the school's Welfare Officer and are recorded on the same proformas the school uses for the recording of staff accidents (blue pad).

### **Visitors**

All visitors must always report to the main reception where they will be asked to show identification and will be provided with the key health and safety (including contractor code of conduct if applicable) and fire safety information, to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be required to sign in and be issued with a visitor badge, which should be worn at all times. Prior to signing in they are required to read the H&S leaflet and Child Protection statement.

### **Work at Height**

Work at height is always to be undertaken in accordance with the school's work at height procedures. At Eggar's general work at height will be undertaken in accordance with the on-site generic RA for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific RA for that task or by outside contractors (who will carry their own RAs).

The competent persons for work at height on the premises who have attended training are authorised to:

- Use steps, stepladders and leaning ladders (Site Team, Network Manager, IT Technician and D&T Technician) in accordance with their training

- Provide step stool instructional briefs to staff in accordance with policy
- Provide stepladder and steps instructional briefs to staff (not leaning ladders)
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding and mobile towers.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a RA
- Access equipment selected for work at height must be as per the RA
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received instruction from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment
- PASMA trained personnel

### **Work Experience**

Work experience risk assessments and work place visits are undertaken by competent persons as per the Work Experience Policy & Procedures.

### **ASSOCIATED POLICIES AND PROCEDURES**

- A. Administration of Medicines Policy
- B. Child Protection Policy
- C. Fire Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. On-Site Security Policy & Lone Working Policy & Procedures
- H. Contractors Working on Site Procedures
- I. Work Experience Policy & Procedures
- J. Supporting Students with Medical Conditions