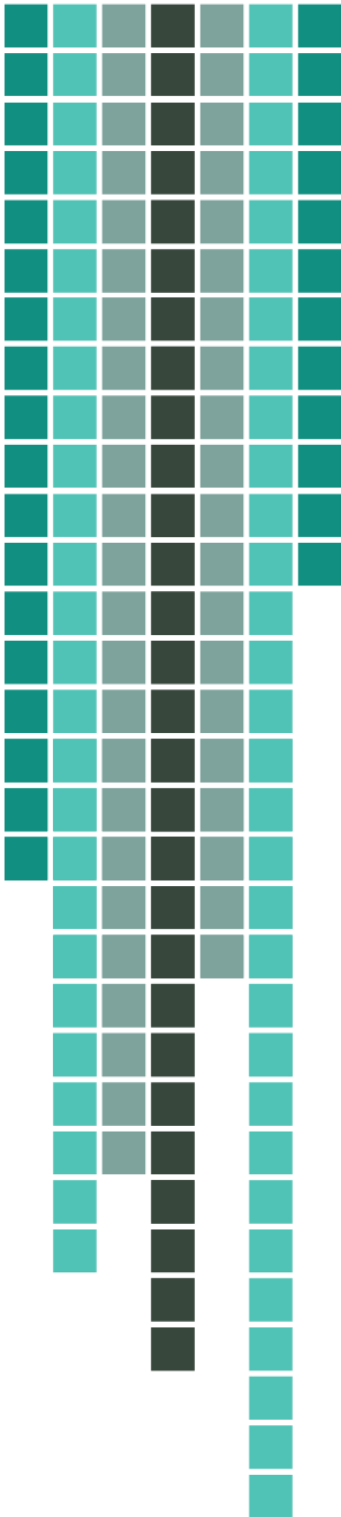




# Eggar's School

## Health & Safety Policy



Reviewer	S Harvey-Forrester
Reviewed	June 2023
Approved	FTB 03 July 2023
Next review	June 2024

## 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 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 Trustees will be instrumental in its implementation.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety at Eggar's School is held by the Trust Board (TB) 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 can 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 TB 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 always remains safe.
- 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.
- Undertaking periodic health and safety training as required.

### Onsite Health & Safety Officer

The Health & Safety Officer and Assistant are responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are 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 and assistant will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager Head Teacher, Business Manager and RW Safety Solutions as required.

### 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 Leadership Team (LT) and are made available to H&S Link Trustees on request.

### 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. They have 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, Business Manager, Site Manager and RW Safety Solutions as required.

### Staff Health & Safety Representatives

Currently we have no staff health and safety representatives this is something we will look to rectify in the 22/23 school year. The premises health and safety representatives will represent the staff regarding 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 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 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.

## 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 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.

## 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. They have 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. The periodic checks are recorded on an iPad as the Site Assistant moves around the school. The data feeds into a spreadsheet, which is used for Management Checks.

The Legionella Competent Person will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premise's users. They are to work within their level of competence and seek appropriate guidance and direction from the Business Manager, Head Teacher and RW Safety Solutions as required.

The Legionella Risk Assessment is reviewed every 3 years (or sooner if any changes), by an external specialist. It is a live document, which is kept updated and reviewed by the Legionella Competent Person.

## 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 contracted Facilities Services Provider, *Corrigenda*.

The Site Manager will advise the responsible manager of any condition or situation relating to asbestos which may affect the safety of any premise's users. They are to work within their level of competence and seek appropriate guidance and direction from the Business 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.

### Signing in and out at Reception

Students who are late to school must sign in at Reception and sign out if they leave the school before the end of the day e.g. a medical appointment. This is recorded in the Student Signing In & Out book. Staff who arrive late to work, or leave school for any reason during the day, sign in & out at Reception in the Staff Signing In & Out Book. This book is also used for any staff members who attend on a day they don't normally work and for any staff members who attend on an ad hoc basis, such as Supply Teachers and Exam Invigilators. The Cover Manager provides the Reception Team with a daily list of all Teachers who are absent from school on any given day. Support Staff leave a message on the Absence Line if they are unable to attend school on their normal working day. Primary School teachers attending for Primary Liaison, provide a list of names of the students they will be responsible for in school, during the visit.

Members of the public are directed to Reception for controlled entry to the school. H&S information Visitor or Contractor leaflets are distributed to them on signing in and out. Hirers are provided with a Community User leaflet if attending during the school day and are issued with this, in advance, if they are attending out-of-hours.

### 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 securely recorded in the accident book using the green pad; accidents to employees, contractors or visitors are securely recorded on the (GDPR compliant) 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 TB via the Site Manager.

In accordance with RW 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 to be able to implement appropriate measures to prevent reoccurrence. Accident investigation outcomes will be shared with appropriate staff via email/staff briefings.

The Responsible Manager will ensure that the TB 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 TB for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premise's hirers and community third party users must report all accidents and incidents related to unsafe premises or equipment to the School in accordance with their hire contract. The H&S Committee 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 Administration 2023.pdf>

Parental written consent to administer Paracetamol to their child is obtained via an e-form and responses are stored in 365. Where this prior permission has not been granted, a member of the Reception Team will call home to obtain the necessary permission.

Responsibility for decision-making about the administration of non-prescribed medicines will always be at the discretion of the Head Teacher, who may decide to administer under certain miscellaneous or exceptional circumstances, often under instruction from the emergency services.

The school holds asthma inhalers and epi-pens for emergency use. These will only be used for those students who are already prescribed asthma inhalers and epi-pens. They will only be used in an emergency, with written parental consent, and at all times the school will seek to use the student's prescribed inhaler/epi-pen if possible.

### Storage of Medicines

Medicines that require refrigeration are locked in a bespoke fridge. Other medications are stored in a locked drawer.

Controlled drugs which are handed in at Reception are stored in a locked cashbox, within a locked cupboard.

### Student Retaining Controlled Drugs in School

It is legal for student in school to hold their own controlled drugs, providing they are competent to do so, in accordance with DfE (Department for Education) statutory guidance, students will therefore be permitted to hold/carry their own controlled drugs providing all the following three criteria are met:

A health professional directs or advises that this is required

The parents advise that the student is competent to hold/carry such controlled drugs

The school considers that the student is competent to hold/carry such controlled drugs

Where it is determined that these criteria are met, the school will locally implement robust monitoring practices to include random spot checks as required based on local circumstances at the time.

### 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.

New staff are advised about Asbestos during their Induction and annually with refresher training from RW Safety Solutions or in the form of the schools H&S Training Booklet. Periodic email reminders will be sent out to All Staff as per the H&S e-diary.

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 2022.pdf>

### Community Users/Lettings

The Business Manager and Lettings Assistant will ensure that:

- Third parties and other extended service users operate under hire agreements.
- When hirers sign the hiring agreement, they also sign to confirm that they have been made aware of the schools:
  - Fire safety procedures and use of call points
  - Asbestos register
  - Safeguarding policy
  - Risk Assessments ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Let
  - Requirement for the hirers risk assessments associated with their activities when onsite, including moving and handling, to be received and reviewed by the school
  - Emergency telephone numbers of the Site staff on duty.

The Site Manager will ensure that:

- 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.
- The Risk assessments ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Let are being following and this may extend to the lettees own risk assessments if appropriate.

- Hirers/users are formally made aware of fire safety procedures and use of call points during their first visit for hiring purposes.

A Health & Safety Guidance leaflet for Community Users 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 and follow the relevant Risk Assessments.

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

The H&S Policy is located on the School website and lettees are referred to this in addition to the Lettings Policy T&Cs and the lettings risk assessments – ESITE-RA040a Community Hirers and/ or ESITE-RA040b Community Hirers Self Let. Which are provided to lettees.

### Contractors on Site

Many contractors who come on site are engaged via the School's contracted Facilities Services Provider, *Corrigenda* and have been subject to prior vetting for competence levels. Where contractors, including Small 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 and insurance to the Site Manager. All other contractors will require adequate RAs and competency evidence to be sighted to demonstrate their safe working practices for specific work being undertaken plus evidence of liability insurance.

During time term all contractors must report to Reception where they will be asked to show photo ID, read the H&S Guidance Procedures (includes fire safety procedures) for contractors and sign the visitors' book. Contractors on their first visit and periodically thereafter, will be issued with the School's Blue Card instructions, reception to confirm this on entry, which needs to be signed and filed with H&S. If appropriate contractors will be given the asbestos register for signing. Signing in indicates that they have read and understood the information. Larger projects such as CIF bids – the contractors will be issued with a local project specific induction brief that includes all relevant details of fire safety procedures & local safety arrangements from their own management. The schools Site Manager will provide details to assist with this as requested from the contractor. Smaller site work with local contractors will have an agreed a scope of work and risk assessment between the school and the contractor.

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 if relevant sign the asbestos register located at Reception. The H&S leaflet for contractors and Blue Card instruction will be always located next to the Caretakers book on the signing in desk, 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 (H&S Consultant) and HCC Outdoor Ed, PE & Sport Service, 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 H&S Admin Assistant and is offered subject to availability. Such training is subject to TB 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. Following initial set up at induction, new staff are asked 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. An up-to-date workstation assessment form must be completed in order for claims to be paid. Consideration may be given to reducing this timeframe where a specific eye problem exists. All staff are considered DSE users. Laminated pictorials are displayed in areas of the school where Hot Desking takes place, such as the Staff Room. Annual Whole School Staff Foundation / Refresher H&S Training, which includes the safe use of DSEs, is delivered by Ray West.

### Drones

Drones are not currently used by members of the public 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. The use of drones for roof inspections or the retrieval of e.g. balls from roofs is being explored.

### 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 and fixed wiring 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 biannually on computer equipment and annually on all other electrical equipment.

Electrical equipment process requirements are included in the Induction Programme for new staff and annually with refresher training from RW Safety Solutions or in the form of the schools H&S Training Booklet. Periodic email reminders will be sent out 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 will be carried out under the same the same procedures as a fire evacuation. With the exception that the muster point will initially be the play courts if accessible, followed by the rear field and then Treloar's College (as per the Business Continuity plan). Instruction will be provided at the time depending on the circumstances.

The School/premises has a fire emergency evacuation plan for fire related emergencies (including non-fire) and a Lock Down procedures plan.

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 or students (i.e.. returning to work/ school following illness/injury.), a PEEP may be incorporated into a Looking After Best Interests Risk Assessment or Vulnerable Persons or Safeguarding RA.

### 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 Trustees. The Fire Safety Co-ordinator is the competent person responsible for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. The Fire Risk Assessment is carried out by a competent fire risk assessor initially and tri-annually thereafter. Also, as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety. The document is reviewed internally on an annual basis by the school fire safety manager/competent person and H&S Trustee, who will ensure that evidence of reviews are retained for inspection purposes. Full details of the Fire Safety Management Plan are located at T:\Common\Health & Safety\Fire Manual\Fire Safety Management Plan (Policy)\Fire Safety Management Plan 2022-23.doc

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 that marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the premises Fire Safety Manual
- All Higher Risk Departments have at least one member of staff trained in the use of fire extinguishers
- 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 Administrator.
- All staff receive training as Fire Marshals, and this is drilled during evacuation practice on a termly basis. Full details are located <T:\Common\Health & Safety\Fire Manual\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 and Statutory Documents). The names and locations of the first aid trained staff on site are listed in the First Aid Policy and 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. Students who have suffered a bump to the head are attended to by a qualified 3-day First Aider and the incident reported to parents in a phone call. First Aid boxes are checked each term by the Welfare Officer.

## 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 with reminders of all H&S checks, staff H&S e-mail reminders, risk assessment reviews, training renewals and emergency drill scheduling carried out within the school are setup in this diary with an alert system that ensures all items due are flagged up to the responsible person and the H&S Administrator who will dismiss each item when there is evidence of it having been carried out.

## 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 contracted Facilities Services Provider, *Corrigenda*.

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 always adhered to:

- 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 should be reported immediately via e-mail, verbally or via the near miss and or site eForms on the Eggar's hub.

## 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 assessment has been undertaken by the trained COSHH assessor or the CLEAPSS Hazards consulted.

COSHH Risk Assessments are stored online within the Eggar's School network & CLEAPSS safety data sheets are accessible from the CLEAPSS website (<https://www.cleapss.org.uk/>). They may also be printed out and stored in relevant departments if needed, but it is not required as long as they are accessible electronically.

The 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. If applicable (i.e. Science) the number of people who have access to hazardous substances, listed in the *Secure Your Chemicals* document from the Home Office, are restricted.

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 the Refectory store. These storage areas are to always remain locked and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team office and in the Fire Manual folders.

Items such as dishwasher tablets and alcohol gel are managed locally by departments / The Site Team.

Management checks on COSHH are detailed in the school's diary system and Department Heads are responsible for ensuring their COSHH records are up to date. Trustees carry out an annual inspection as part of their Pillar Check procedures.

### Safety of Students at Break and Lunchtimes

All teaching staff in school do a minimum of two 15-minute duties per week; normally one at break and one at lunchtime. This ensures full coverage of the site at these times. A daily email comes out from the Cover Manager advising staff of their duty point, as these can change subject to teacher absence from school and time of year e.g. field is open in summer months. Teachers monitor queues in the Refectory and at external kiosks to ensure safe and organised line-ups. LT walk around the site, both internally and externally, to oversee the supervisory provision and provide support. Access to the Astro-Turf Pitch is monitored, to ensure no student takes food or drink onto the pitch. Trained Prefects are also on duty at pre-determined points around the school. Inside provision is provided in wet weather and details of which spaces are utilised and the staff on duty are included in the daily emails, when inclement weather is expected. The field is not used in bad weather.

### Healthcare for Students with Medical Conditions

To support students with medical conditions, a significant number of staff are trained in Asthma, Anaphylaxis, Diabetes and Epilepsy. This training takes place tri-annually. Instruction from Parents, or a medically trained professional, is obtained via the Welfare Officer or Reception Team, for other medical conditions, as and when needed.

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) and the Local healthcare plans (which are updated by the School Welfare Officer in conjunction with Parents). Staff will understand 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 for these local visits, we may rely on the support of the medical

facilities / support of the venue with prior confirmation from the venue this support is available. If needed staff are instructed to call 999, in the event of a medical emergency. Risk Assessments are carried out for all off-site trips, including local. Staff leading Outdoor Activities, such as DofE, Geography Field Trips and Residential Trips abroad will hold either the First Aid at Work 3-day course or the ITC Outdoor First Aid.

The School use HCC Evolve to support with education out of school. This is overseen by the Education Visits Coordinator. The school is a member of the Risk Protection Arrangement (RPA) which is the Government's alternative to insurance, through which the costs of risks that materialise will be covered from Government funds.

### Hot Drinks

Hot drinks consumed when students are present are in in suitably lidded or silicone-covered cups (especially if having a drink at break times whilst on duty.)

New staff are advised of this during their Induction and annually with refresher training from RW Safety Solutions or in the form of the schools H&S Training Booklet.

### 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.

### 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 reported immediately via e-mail, verbally or via the near miss and or site eForms on the Eggar's hub.

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

Routine documented inspections of the premises (internal and external) are carried out every half term, by the Site Manager and H&S Administrator in accordance with the premise's inspection schedule. Inspection findings are recorded locally and records retained with near misses and site requests entered via the eforms as needed. Findings form part of the Site Manager's H&S report to CS&E (normally termly). Engineering inspections for plant, ventilation in D&T and fume cupboard in science are carried out annually by Zurich.

Additionally, the H&S Trustees carry out annual checks of each of the 5 H&S 'Pillar' areas and report back to the TB on their findings. Pillar check dates are detailed in the H&S diary. The check dates are subject to Trustee availability, with best practice being one per half term (Site Interior and Exterior can be split over two checks). A spreadsheet is operated which shows when the visits are due (and overdue), when the resultant reports have been received by the school and when they have been reviewed by the Trust's Curriculum & Standards Committee (CSE) and the TB.

The 5 Pillar checks, which are conducted following a bespoke template provided by the school's H&S Consultant are:

- Pillar 1 - 1<sup>st</sup> Aid & Accident Reporting
- Pillar 2 – Fire Safety
- Pillar 3 – Site: Interior & Exterior
- Pillar 4 – Provision of Information & Staff Training

- Pillar 5 – Risk Assessment & COSHH

Defects identified during these routine documented inspections are to be immediately added to Site eform for action. Any jobs called in to *Corrigenda* are recorded in the defect spreadsheet. 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, as a matter of priority. All concerns and actions are reported firstly to the CSE Trustee Committee (CSE) and then to the TB. Trustees monitor actions as detailed in their Minutes, prioritising high-level concerns. Pillar Checks are also discussed at H&S Team meetings, so the full team, are aware of the contents and can action as relevant.

The school's periodic statutory inspections and maintenance of the premises safety management systems, such as Fire, Heating, Ventilation, Electrics etc. will be carried out by Corrigenda. Records kept on the Corrigenda database, via their Portal.

### Tree Management

The school uses a specialist tree company Sequoia Tree Services, Petersfield, as their Competent Person to ensure tree safety on site.

In addition to this, the Site Team regularly make visual, dynamic risk assessments to all trees on site, and trees are checked during the half-termly H&S Site Walks and Trustee Exterior Site Inspections. A zoned map of the trees on site, showing Zones 1 & 2, informs a risk assessment which details the frequency of formal inspection of these trees. Zone 1 being the higher risk areas where personnel congregate. All records of remedial work carried out on trees, by Sequoia, are held in the Site Office.

### 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 are held by Eggar's School and the School's Head of Catering. 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). The Site Team have access for checking of H&S requirements, including COSHH. Lettees will gain access to the main kitchen area only where a strict risk assessment is in place and they must comply with all controls. This will be overseen by the Head of Catering or the Site Team in her absence. The Head of Catering holds a Level 3 Food Hygiene certificate and the Assistant Caterers hold Level 2. The school holds a Level 5 Food Hygiene rating, as determined by the Food Standards Agency.

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 with the Site Team staff members will undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are retained for auditing purposes. We comply with fully with our Legionella Written Scheme.

### 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 RAs for personnel who may undertake lone working on this site can be found T:\Common\Health &

Safety\Risk Assessments. Staff receive instruction on lone working either during induction or via annual refresher training from RW Safety Solutions or the Eggars Schools H&S Training Booklet. Lone Working information is also located on the Staffroom Noticeboard (SRNB).

It is prohibited for staff to work at height or use hazardous machinery or substances when lone working.

Lone workers are advised to call 999 in the event of an emergency.

### 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. D1 is not required for driving the Minibus Lite.

### Moving and Handling

All staff must complete foundation moving & handling training at periods not exceeding three years. This is complemented either during induction or via annual refresher training from RW Safety Solutions or the Eggars Schools H&S Training Booklet. 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 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, always.

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 Eggars Hub. This information is held on a Google Form and presented on a spreadsheet which is regularly monitored by the H&S Administrator. The Site Manager inspects the report and will carry out any necessary actions/repairs. A pivot table is produced from the reports, which is provided to Trustees via the Site Manager regular Site Reports. This enables trends and patterns to be carefully monitored

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

Near miss statistics are reported into the TB, via CSE meetings for awareness and trend analysis to enable the TB to provide appropriate H&S guidance, in order that repetitive causal factors may be identified to prevent reoccurrences.

### Site Walks

Site Walks take place on a half-termly basis, as per the H&S diary. They are carried out by two members of the H&S Team and the findings recorded on the Site Walk template. The walks incorporate both internal and external areas of the school. Findings are then transferred to the relevant database e.g. Site Team e-form or Near Miss and / or communicated to the relevant member/s of staff for action. The reports are discussed at H&S Team meetings and outcomes detailed on the form.

### Offsite 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 incorporated in the Child Protection Policy

### Provision of Information

The H&S Committee 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 <T:\Common\Health & Safety\Risk Assessments> and Fire Evacuation arrangements <T:\Common\Health & Safety\Fire Manual> (Staff are reminded by regular emails that these documents are stored in the Common Drive), the Staff Room Notice Board, 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 First Aiders photo list, In the event of a Fire Poster and information on where to find the Health & Safety Policy & associated policies; key Risk Assessments (Lone Working).

Visitors, contractors and community users arriving on the school premises are provided with a H&S guidance sheet on check-in with reception.

In addition to this for Contractors there is a Blue Card signing in sheet, which is a Contractors on Site Safeguarding Practices document that contractors are provided and expected to follow.

### Risk Assessment (RA)

General RA management will be co-ordinated by the H&S Committee 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> (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 and as recorded in the Academy Risk Assessments Master List.xlsx.

In addition to general and departmental RAs, confidential Looking after Best Interest, Vulnerable Persons or Safeguarding RAs are also completed where necessary for students and staff returning to work following absence through illness/injury or needing to be at school and managing illness/injury.

### Security

Arrangements regarding security are based on the premises security RA and are set out in the on-site security policy & procedures. <T:\Common\StaffHandbook\Policies and Statutory Documents\Security and Lone Working Policy 2020.pdf>

### 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 and Occupational Health (OHU). Key Priority No 2 in the School Improvement Plan is 'Wellbeing for Staff'. This is led by an Assistant Head Teacher who has sourced providers of support for staff such as Anna Freud and the Youth Support Trust (YST). A Wellbeing for Educators programme and BUPA Wellbeing training has been delivered to staff. A member of staff has been appointed as Mental Health Lead in school and Wellbeing is a standard item in line management meetings. Further information is obtainable through the Personnel Officer, who, in conjunction with the SBM will provide details of how to access wellbeing support and make necessary referrals to OHU. The SBM and Personnel Officer hold regular Looking After Best Interests (LABI) meetings with staff who feel they need wellbeing support and those staff returning to work after an extended period of absence.

## Traffic Management

Arrangements regarding on-site traffic safety are based on the premises Traffic on Site RA021 in T:\Common\Health & Safety\Risk Assessments.

Drivers on site should:

- Comply with the School's Traffic on Site RA
- Drive carefully.
- Be vigilant for children crossing.
- It is not permissible for students 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 and an Eggar's School's H&S Training Booklet which needs to be read and an eform signed to confirm they have read the booklet (ad hoc staff, such as Invigilators sign a hard copy proforma).

Areas covered include Health & Safety Policy and Procedures; Security Arrangements and Crime Prevention; PAT Testing; Fire; First Aid; Working at Height, Moving & Handling, Lone Working, Asbestos and additional training requirements identified for their role. Staff who are commencing employment at the beginning of an Academic Year, attend school in second half of the Summer Term for a full day's induction, to include H&S (which is delivered by the Site Manager).

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. Reminders are entered into the H&S diary.

Online top-up training (IHASCO) is provided for staff where necessary, e.g. 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 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 (secure and GDPR compliant 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 always worn. Prior to signing in they are required to read the H&S leaflet for visitors 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. There are two risk assessments one for staff using step stools (up to 3 steps) and one for staff trained in the operation of tall steps and leaning ladders. Both identify general requirements and safe working practices for the different types of equipment. 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 and D&T Technician) in accordance with their training.
- Provide step stool (up to 3 steps) instructional briefs to staff in accordance with policy.
- Carry out monthly inspections of all on site ladders and stepladders.
- 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 (up to 3 steps) if they have received instruction either during induction or via annual refresher training from RW Safety Solutions or the Eggar's Schools H&S Training Booklet.
- Staff in offices, where trained, may use the Elephant Steps provided. Use of these in classrooms is not permitted.

- Staff may only use stepladders (greater than 3 steps) and 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 stored here: T:\Common\!Staff Handbook\Policies and Statutory Documents

### ASSOCIATED POLICIES AND PROCEDURES

- A. Medicines Administration Policy
- B. Child Protection Policy (including the Physical Intervention Policy)
- C. Fire Evacuation Plan
- D. Fire Manual Folders
- E. First Aid Policy
- F. Site Security Policy including Lone Working Procedures
- G. Contractors On Site - Safeguarding Practices
- H. Work Experience Policy
- I. Supporting Students with Medical Conditions