

# PINNER

HIGH SCHOOL

Policy	Health and Safety Policy
Date of Review	October 2020
Reviewed By	Head of Operations
Date of Approval	December 2020
Approved By	Trustees
Date of Next Review	Autumn 2022
Statutory/Non Statutory	Statutory
Website/Non Website	Website

## 1. Statement of Intent

Pinner High School will strive to achieve the highest standards of health, safety and welfare consistent with its commitment to its students, staff, visitors and stakeholders and its responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

## 2. Supporting Policies

For details of responsibilities and arrangements in specific contexts, please see the school's other safety and safeguarding policies set out below. Policies can be found on Sharepoint, on the school website, or can be obtained in hard copy on request to the Head of Operations.

<b>Policy</b>	<b>Approval process</b>	<b>Owner</b>	<b>Review period</b>
Single Central Record	HT	HT	Ongoing
Lettings	LGB	CFO	3 years
Health and Safety	LGB	HT	1 year
Business Continuity Plan	LGB	CFO	2 years
Accessibility Plan (Disability Access Plan)	BOT Part A/ LGB Part B	CFO	3 years
Emergency Closure	LGB	HT	3 years
Emergency evacuation	LGB	HT	2 years
Visitors	LGB	HT	3 years
Volunteers	LGB	HT	3 years
Educational visits	LGB	HT	2 years
Safeguarding and child protection	LGB	HT	Annual
Administration of Medicines	LGB	HT	Annual
Drugs and substance abuse	LGB	HT	2 years
First aid	LGB	HT	2 years

Home visits	LGB	HT	3 years
Physical Interventions Policy	LGB	HT	Annual
Child Looked After Policy	LGB	HT	Annual
Personal safety and lone working	LGB	HT	3 years
Fire Safety	LGB	HT	3 years
Risk Assessment	LGB	HT	3 years

### 3. Organisation

Health and safety duties and responsibilities have been assigned to staff and governors as follows:

#### 3.1 Responsibilities of Harrow Academies Trust and the Local Governing Body

Overall responsibility for health and safety in the school lies with Harrow Academies Trust, delegated to the Local Governing Body. This responsibility includes responsibility for:

- Compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.
- Ensuring that there is a health and safety policy for the school, that there are appropriate arrangements (procedures, staffing etc.) in place to give effect to it and that it is complied with
- Ensuring that the health and safety policy and associated arrangements are reviewed regularly
- Appointing a health and safety governor and receiving reports from the health and safety governor and/or the school management as appropriate
- Ensuring that all significant health and safety risks have been identified and suitable control measures are put in place and reviewed as appropriate
- Ensuring that adequate resources are assigned to the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Reporting to the Department for Education any hazards which the school is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety in the management and operations of the school

#### 3.2 Responsibilities of the Headteacher

Day to day responsibility for health and safety in the school lies with the Headteacher. This includes:

- Ensuring that a safe working environment is maintained and that there is compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.
- Promoting high standards of health and safety in the leadership, management and operations of the school
- Ensuring that adequate resources are assigned to the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Ensuring that any delegated functions are being carried out
- Ensuring that a system of risk assessment of all significant risks is in place
- Ensuring that staff have appropriate training and competency for their roles
- Ensuring that appropriate health and safety policies and procedures are in place, followed and reviewed regularly
- Ensuring that appropriate educational visits policies and procedures are in place and are known by and followed by relevant parties
- Ensuring that appropriate emergency policies and procedures are in place and are known by and followed by relevant parties
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

### **3.3 Responsibilities of the Head of Operations**

Working in consultation with the Headteacher as appropriate, management and coordination of health and safety functions on the ground shall lie with the Head of Operations This includes

- Ensuring that a safe working environment is maintained and that there is compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.
- Promoting high standards of health and safety in the leadership, management and operations of the school
- Ensuring that appropriate health and safety policies and procedures are in place, followed and reviewed regularly
- Seeking adequate resources for the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Coordinating a system of risk assessment of all significant risks
- Ensuring that annual health and safety audits are carried out, recommendations are actioned and that further external advice is sought as appropriate
- Ensuring that reported maintenance, hazards and accidents are investigated and actioned
- Identifying staff training needs and arranging training as appropriate
- Ensuring that appropriate emergency policies and procedures are in place and are known to and followed by relevant parties
- Ensuring that there are arrangements in place for statutory compliance and planned and preventative maintenance.
- Line-managing the Facilities and Facilities and Site Team in the discharge of their

duties below

- Ensuring that appropriate accident reporting procedures are in place and reports are followed up as appropriate
- Ensuring that information received on health and safety matters is passed on to relevant people as appropriate
- Reporting to the Headteacher, Governors and Trustees as appropriate
- Ensuring that there is an Asbestos Management Plan in place and that appropriate procedures are followed

### **3.4 The Facilities and Site Team**

Under the supervision of the Head of Operations, the Facilities and Site Team has day to day responsibility for:

- Promoting high standards of health and safety throughout the school
- Reporting to the Head of Operations all maintenance, hazards or other health and safety concerns and using initiative to solve or mitigate any such concern in a timely fashion
- Liaising with health and safety advisors, local police and fire brigade on all aspects of site security and emergency safety;
- Preparing risk assessments in relation to premises
- Maintaining the Fire Log Book, fire signage and Fire Risk Assessment Audit
- Ensuring that health and safety audits are carried out to schedule and recommendations followed up;
- Maintaining infection control supplies and procedures;
- Maintaining COSHH records, including safe storage, data sheets and risk assessment;
- Monitoring and managing contractors on site , ensuring safe working practices and ensuring that they consult the asbestos log;
- Ensuring adequate and safe supervision of lettings ;
- Ensuring high standards of maintenance, cleanliness and tidiness of site and premises;
- Ensuring Working at Height and Manual Handling procedures are followed by all staff;
- Ensuring that there is an Asbestos Management Plan in place and that appropriate procedures are followed including the maintenance of the Asbestos Log and records and annual asbestos inspections.
- Organising all requisite preventative and reactive maintenance, statutory inspections and compliance and maintaining records of this
- Liaising with and supervising the Department for Education's contractors and subcontractors, including Facilities Managers and refurbishment contractors.
- Ensuring appropriate security of the premises is maintained at all times
- Discharging their roles in the planning, drill and implementation of emergency evacuation and lockdown procedures

### **3.5 Senior Leaders and all other posts that carry a responsibility (including TLR post-holders, managers, supervisors and so on)**

Health and safety is a whole school responsibility and, within their team and department, all staff with leadership or management responsibility have specific health and safety responsibility for:

- Ensuring that day to day operations are in accordance with the common sense health and safety practice, school's health and safety policies and procedures and, where appropriate, best practice and advice from specialist organisations such as Cleapps, Association of Physical Education etc.
- Ensuring there are periodic health and safety mini-audits of all spaces, activities and/or functions within the team or department to identify any concerns or risks and

that any such concerns or risks are assessed, actioned and/or reported to the Facilities and Site Team, Head of Operations, Headteacher or other senior leader as appropriate.

- Ensuring there are subject-, responsibility- or activity-specific health and safety policies and procedures in place and that these are followed and reviewed as appropriate. These should include the identification of any training or personal protective clothing or equipment required for staff in the team or department.
- Ensuring that appropriate health and safety documentation is displayed and available where issued and/or required;
- Ensuring that all staff within the team or department are aware of and following any such policies, procedures, risk assessments, training and PPE requirements and for promoting high standards of health and safety awareness within the team or department.
- Resolving health, safety and welfare problems members of staff refer to them, and referring on to their own line manager or the Head of Operations any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable students to avoid hazards and contribute positively to their own health and safety;
- Ensuring that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe through liaison with the Head of Operations or Premises Manager.
- Considering the health and safety impact of any new initiatives
- Informing the Headteacher and Head of Operations of any health and safety issues or concerns which come to their attention
- Ensuring that any advice or recommendation communicated by the Headteacher, Head of Operations or other senior leader and arising from an annual health and safety audit or other health and safety management measure, is actioned promptly

### **3.6 Responsibilities of All Staff**

Health and safety is a whole school responsibility and all staff in a school have responsibility for the health and safety of themselves and others, including:

- Taking reasonable care for the health and safety of themselves and others in undertaking their work;
- Making themselves aware of and complying with the school's health and safety policy and procedures at all times;
- Carrying out, making themselves aware of and following any risk assessments relevant to what they are doing
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable students to avoid hazards and contribute positively to their own health and safety;
- Reporting all accidents and incidents (including near misses) in line with the reporting procedure: all accidents and incidents should be reported to the Welfare and Attendance Officer and will be recorded on the C&R info exchange by the Welfare and Attendance Officer. Such reports are automatically (electronically) forwarded to the Head of Operations and other members of SLT. Where appropriate (eg a serious accident), or where there is a near miss incident which does not merit Welfare (medical) attention, an immediate verbal report should also be made to the Head of Operations and Headteacher or, in their absence, other SLT member and followed up by a written report

if appropriate. Accidents and incidents are investigated proportionately to their severity, injury sustained and/or the risk posed and the Headteacher, Head of Operations and SLT shall be responsible for coordinating and actioning any such investigation. Co-operating with school management on all matters relating to health and safety;

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety;
- Checking classrooms, work areas and equipment are safe before use and reporting with a proportionate degree of urgency any defects, maintenance needs or health and safety concerns immediately to their line manager, the Headteacher, the Head of Operations or member of the Facilities and Site Team;
- Ensuring that they only use equipment or machinery that they are competent to use and, where appropriate, have been trained to use;
- Making use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Not smoking anywhere in the school premises or grounds.

### **3.7 Contractors**

All contractors who work on the premises are required to

- ensure safe working practices by their own employees, subcontractors and agents
- provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their employees, subcontractors and agents follow them
- view, understand and comply with the asbestos information about the premises, signing to confirm they have done this and ensuring that all such information is cascaded to their employees, subcontractors and agents and taken account of in the work they carry out
- comply with all rules, policies, procedures and requests made by the school

### 3.8 Key Responsibilities Structure

<b>HARROW ACADEMIES TRUST / LOCAL GOVERNING BODY</b>	
<b>Headteacher</b>	
<b>Head of Operations</b>	
<b>SLT and any member of staff with additional responsibilities (eg TLR)</b>	
<b>ALL STAFF : Health and Safety is a Whole School Responsibility</b>	
<b>On Site Issues</b> Head of Operations Facilities Manager Facilities and Site Team	<b>Off Site Issues - School Trips</b> Educational Visits Coordinator
<b>Radiation Protection (not currently applicable)</b> Head of Science	
<b>Fire Assembly</b> Head of Operations/Facilities Manager	
<b>Medical and First Aid</b> Welfare and Attendance Officer, Deputy Head (Pastoral & DSL)	
<b>Canteen</b> ISS Catering/Head of Operations	

## 4. ARRANGEMENTS

### 4.1 Accidents and Incident Reporting

All accidents and near misses must be reported.

**Staff and Visitors** All accidents to staff or visitors should be reported to **the Welfare Officer** and recorded on the C&R info exchange by **the Welfare Officer**. Such reports are automatically (electronically) forwarded to the Head of Operations and other members of SLT but, where appropriate (eg a serious accident), or where there is a near miss accident which does not merit Welfare attention, an immediate verbal report should be made to the Head of Operations and Headteacher or, in their absence, other SLT member.

**Pupils** All pupil accidents should be reported to and recorded by **the Welfare Officer** on the C&R Info Exchange, an electronic database. Such reports are automatically (electronically) forwarded to the Head of Operations and other members of SLT but, where appropriate (eg a serious accident), or where there is a near miss accident which does not require Welfare

attention, an immediate verbal report should be made to the Head of Operations and Headteacher or, in their absence, other SLT member.

Accidents and incidents are investigated proportionately to their severity, injury sustained and/or the risk posed and the Headteacher, Head of Operations and SLT shall be responsible for ensuring and actioning any such investigation. .

Certain incidents may be reportable to the HSE to comply with the Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This includes incidents involving fatalities, major injury (and break/fracture of any bone apart from toe or finger), injury where the student is taken directly from the site to hospital as a result of an accident or where an employee is absent for a period of 7 days or more following a work-related accident.

Where an incident occurs which is or may be reportable, the Head of Operations will be responsible to do so, after consultation with the Headteacher and seeking specialist advice if appropriate. Any incident reported to the HSE must also be reported to the LGB and HAT.

Reports to the HSE must be made within 15 days and advice will be sought from external health and safety advisors where appropriate.

The Head of Operations will monitor accidents and incidents to identify trends and patterns and to ensure that risk assessments are updated accordingly. Significant accidents and incidents and periodic status reports will be discussed with and provided to the Health and Safety Governor and reported back to Governors, SLT and all staff where appropriate.

#### **4.2 Asbestos**

The Asbestos Management Plan is drawn up by the **Facilities Manager** and signed by the Head of Operations, the Headteacher and the Facilities and Facilities and Site Team. This sets out the school's arrangements for managing the asbestos on site. The plan is updated annually. The Asbestos Management Plan is based on surveys undertaken by specialist contractors in accordance with statutory requirements. Details of where asbestos has been identified/strongly presumed to be present are recorded on an Asbestos Register created by these surveys.

The Facilities and Site Team is responsible for ensuring that the Asbestos Register is consulted by visiting contractors and other relevant persons. The Facilities and Site Team keep a copy of the Asbestos Register for this purpose. A copy is also incorporated into the Asbestos Management Plan which is kept by the Head of Operations. A copy is available on request.

Six monthly visual checks of the areas identified in the Asbestos Register. Under the present facilities management arrangements, whereby the Department for Education retains a Facilities Management contractor to be based at and to look after the Pinner High School site pending refurbishment, the specialist surveys and visual checks are organised by the DfE FM contractor and the reports shared with Pinner High School accordingly.

The Headteacher will consult with trade union representatives as appropriate.

#### **4.3 Contractors**

For minor works and ongoing maintenance, the Facilities and Facilities and Site Team is responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance. Where there is any issue or concern, or as is proportionate (i.e. for more major works), these matters will be referred to the Head of Operations.

All contractors will be required to comply with the school's safeguarding procedures.

#### **4.4 Covering Lessons during Staff Absence**

Staff who know that they will be absent from school must provide safe work for their classes to do and ensure that any hazard, associated with either the work set or the classroom, is made clear to the covering member of staff. This shall be monitored by Heads of Department.

Staff who are covering lessons in hazardous areas (e.g. science, technology, PE) must have appropriate competency to do so and observe all hazard warnings given to them (e.g. on the instructions for the lesson or on warning posters). If they are covering for only part of a lesson they must not leave the class they are supervising until the member of staff taking over from them arrives.

#### **4.5 Curriculum Safety**

Arrangements for individual curriculum areas will be contained in department-specific arrangements for which the heads of department are in each case responsible.

Curriculum areas which will need specific arrangements include Art, DT, Science, PE, Drama and Music.

Such arrangements will include, as appropriate, health and safety policies, risk assessments, compliance with COSHH requirements, regular maintenance and inspection of machinery or equipment, appropriate technician support and staff ratios, training, membership of curriculum specialist bodies (eg Cleapss and AfPE) and consideration of guidance from these sources, external advice and auditing by health and safety consultants as appropriate.

#### **4.6 Educational Visits**

The school's procedures for managing school trips is detailed in the Educational Visits Policy which has been approved by Governors. The school uses Evolve, a specialist software package, to manage and authorise all school trips and off site activities. Depending on the nature and complexity of the trip, all trips are approved at an appropriate level in accordance with the Educational Visits Policy.

#### **4.7 First Aid and Supporting Medical Needs**

Specific arrangements are set out in our First Aid Policy and Administration of Medicines Policy.

Welfare Officers are trained in first aid and are based in the medical room. An appropriate number of other staff are also trained in first aid to provide medical room cover where appropriate and to otherwise meet the needs of the school (including for school trips, sports fixtures etc). The Welfare Officers report to the Office Manager who is first aid trained and oversees medical provision.

A poster of trained first aiders is displayed throughout school. .

First aid provisions are kept in the medical room, the science department, the sports hall and the tech corridor. Travelling first aid boxes are used for trips and off site visits.

A defibrillator is located in the medical room. A three day HSE-approved first aid training course (which all trained school first aiders attend) covers use of a defibrillator but the defibrillator we have provides audible instructions to users so is capable of safe use without training.

First aiders only administer first aid and for serious injuries emergency services will be contacted. Where the emergency services are called, the Headteacher, Head of Operations and, in their absence, another SLT member shall be informed. In cases involving students, their parent/guardian should be contacted as soon as possible but this should not result in a delay in obtaining medical attention.

The Welfare Officers are responsible for dealing with the administration of medicines in accordance with the Administration of Medicines Policy. This includes keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required or out of date.

Where appropriate, the The Welfare Officers consult with their line manager, the Head of Operations, the Deputy Head (pastoral) who is also the Designated Safeguarding Lead, or other SLT.

#### **4.8 Fire Precautions and Procedures**

Please see the Fire Safety Policy and Emergency Evacuation Policy for specific arrangements in this regard. Key aspects include the following.

A Fire Risk Assessment is carried out annually (and more frequently where there is a significant change of use) by a suitably qualified and competent external advisor. It is the responsibility of the Facilities and Site Team, the Facilities Manager and the Head of Operations to ensure recommendations and actions following the assessment are implemented. The Fire Risk Assessment and any actions and recommendations from it are reported to the LGB.

A whole school fire evacuation is practised at least once per term. Roles and responsibilities in this regard are set out in the Emergency Evacuation Policy. The Headteacher has overarching responsibility for the evacuation procedure and in his

absence the Deputy Head. The Head of Operations has responsibility for coordinating the drill and recording evacuations.

Fire prevention and detection equipment and emergency lighting is maintained and inspected in accordance with statutory requirement and more often reactively as necessary or appropriate. The fire alarm is tested weekly.

In the event of a fire alarm outside of core hours (8am-4pm) a monitoring centre will automatically call the emergency services. At other times, it will be the responsibility of the Facilities and Site Team to investigate the need to call the emergency services and to do so, reporting to SLT as appropriate.

#### **4.9 Grounds - Safety/Security**

There is a secure boundary around the building and play areas in which doors and gates are either locked at all times, can only be opened from the inside with push bars/buttons (for emergency purposes) or have keypad entry controls. The car park does not presently have controlled access but it is intended that this will be installed as part of the Phase 3 Department for Education refurbishment.

Staff are issued with ID cards and visitors are required to sign in and provide identification. All students, staff and visitors arrive through a single supervised reception area. All visitors are chaperoned whilst on site unless they have complied with our safeguarding (DBS and Single Central Record) procedures.

The site is secured at night and weekends and there is an intruder alarm system. To avoid risk to the Facilities and Site Team, a security-checked out of hours key holder service responds to out of hours intruder alarms with instructions to call emergency services and for this to be communicated to school staff immediately where the activation is not a false alarm.

#### **4.10 Hazardous Substances (COSHH)**

The requirement to assess hazardous substances either in use or created by the school's operations is a requirement of the Control of Substances Hazardous to Health Regulations 2004 (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and anything with a workplace Exposure Limit (WEL). Every attempt will be made to avoid, or choose the least harmful of, substances that fall under the COSHH regulations.

The Facilities and Site Team are responsible for ensuring that contractors and cleaners meet COSHH requirements and take an approach compatible with the school's own. The Facilities and Site Team will also ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials;
- risk assessments are conducted for the use of hazardous substances;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);

- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

#### **4.11 Health and Safety Policy and Advice**

The school has appointed external health and safety Advisors who undertake a health and safety management audit annually and provide H&S advice as requested. It is the responsibility of the **Facilities Manager reporting to the** Head of Operations to ensure that the annual audits and ad hoc advice are sought, actioned, and reported as appropriate to SLT and to the LGB. The health and safety policy is updated **2 yearly** by the Head of Operations and is approved by the LGB.

#### **4.12 Handling and Lifting**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items (those over 10kgs) must be covered by a written manual handling assessment. A manual handling risk assessment is in place and reviewed annually. Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice will be available.

Lifting equipment, including trolleys, are available across the site and staff should contact the premises team should they require any assistance with manual handling.

#### **4.13 Lettings**

The school has a Lettings Policy which includes standard terms and conditions of letting which include provisions to ensure hirers are aware of and adhere to site health and safety, safeguarding and emergency requirements. The policy and terms and conditions have been drafted by the Head of Operations and Lettings will be administered by the Finance Office and the Facilities Manager, reporting to the Finance Director and Head of Operations respectively.

#### **4.14 Lockdown Procedures**

Procedures for full and partial lockdown are set out in our Emergency Evacuation Policy. The full lockdown procedure is practised in a proportionate and sensitive way, avoiding unnecessary anxiety about risk for students and staff, **at the discretion of the Headteacher**. This practice is led by the Headteacher and preceded by assemblies for students and briefing for staff.

#### **4.15 Lone Working**

The school has developed lone working and holiday working guidelines for staff, circulated periodically by email and contained in a Lone Working Policy.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/SLT's permission and notify him/her on each occasion when lone working will occur;
- Ensure they do not put themselves or others at risk;
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.;
- Any person visiting the school outside of normal school hours must notify the **Facilities Manager or Site Team** of his/her presence. This applies to all staff as well as visitors
- When making a home visit (whether accompanied or unaccompanied) to implement the 'Home Visits' policy;
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so;
- Staff should report any incidents or situations where they may have felt "uncomfortable".

#### **4.16 New & Expectant Mothers**

A procedure for New and Expectant Mothers risk assessments is in place and is managed by the Human Resources Officer. Details of the procedure are set out in our Risk Assessment Policy. The Risk Assessment is carried out by the **HR Officer or the** individual's line manager with the individual concerned, and a DSE Assessment is similarly carried out by a member of the IT team.

#### **4.17 Noise**

The noise at work legislation identifies specific noise levels at which specified action is required and a general duty to reduce noise levels. The external health and safety audit has not identified any areas or activities in school which are likely to exceed the action levels. Noise exposure is considered in risk assessments carried out by the Music and D&T departments. If employees have any issues on noise levels these should be raised initially with their Line Manager.

Noise created by refurbishment, demolition and construction on site shall be monitored by the Facilities and Site Team and contractors will be expected to address noise issues in risk assessments and method statements where applicable.

#### **4.18 PAT Testing**

PAT testing (portable appliance testing) is undertaken on all electrical equipment on site annually. The Facilities and Site Team maintain a schedule of all such equipment. An external contractor carries out PAT testing. Users, especially in higher risk areas such as science and Design & Technology, undertake a visual check of equipment before each use. Staff are advised that personal equipment must not be brought into school without the consent of the Facilities and Site Team and that it must be PAT tested. Fixed electrical

installations are checked and certified once every 5 years in line with the electricity at work regulations.

#### **4.19 Planned Preventative Maintenance and Statutory Inspection of Plant and Equipment**

There is a planned preventative maintenance and statutory inspection schedule that details and records the PPM and statutory testing required across the site. Pending refurbishment of the site by the Department for Education, this is currently managed by a Facilities Management contractor appointed by the DfE. The FM contractor is responsible for ensuring the PPM and inspections are undertaken and for the timely completion of any remedial works. The FM contractor maintains a compliance tracker which is shared with the **Facilities Manager and/or** Head of Operations every 4-6 weeks and more frequently on request. A Building Manager retained by the FM contractor is based on the school site and reports to the **Facilities Manager** on an ad hoc, day-by-day, basis.

When the Department for Education withdraws the FM contractor, which is likely to be on completion of its Phase 3 refurbishment works, full facilities management at the site (including the above) will pass to the school.

The Facilities and Site Team ensure that any maintenance issues are dealt with promptly and appropriate methods of working are used including barriers and warning signs. Risk assessments are undertaken and updated for key areas of premises work.

#### **4.20 Poster on Health and Safety Law**

The health and safety law poster is in display in the Staff Room and at other points around the school, as required.

#### **4.21 Radioactive Substances**

The school does not presently hold any radioactive substances but when it does so, it will follow CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources. A member of staff in charge of radioactive sources (RPS) will be nominated and will be responsible for ensuring all records pertaining to radioactive sources are maintained, these materials are stored and used in accordance with health and safety legislation, and for carrying out an annual safety check of these materials. Please see the health and safety policy and risk assessment relating to the Science Department further on this.

#### **4.22 Reporting Defects**

All staff are expected to report defects or hazards to the Facilities and Site Team and/or the Head of Operations or other Senior Leader with a degree of urgency and escalation proportionate to the defect or hazard.

#### **4.23 Risk Assessments**

Details of the schools risk assessment procedures are set out in the approved Risk Assessment Policy. All risk assessments and a risk assessment register are available on Sharepoint for all staff to access or in hard copy from the Head of Operations on request.

#### **4.24 Staff Well-being**

The wellbeing of employees is paramount to the school. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote mutual respect and support across the school community. The school complies with the statutory requirements to provide welfare facilities to staff and students which include a suitable welfare room, adequate toilet facilities for numbers on site, washbasins and drinking water.

All employees have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health and personal difficulties. Employees are encouraged to raise any concerns with their line manager and/or the Headteacher and have access to free counselling and occupational health support where appropriate. Sickness and absence are dealt with under the school's Management of Sickness Absence policy. Regular staff wellbeing surveys are conducted as part of this support.

#### **4.25 Transport including minibuses**

**Minibus** - The School leases a minibus and a Minibus Policy sets out arrangements for authorised drivers, MiDAS training every 3 years and so on. The minibus and the safe use of it will be the responsibility of the Facilities Manager.

**Use of staff vehicles** - employees should only transport students /equipment in their own car in an emergency and only with permission from the Headteacher.

#### **4.26 Smoking**

Smoking and e-cigarettes are not permitted anywhere on the school premises. No smoking signs will be displayed in the school wherever appropriate as determined by the fire risk assessment.

#### **4.27 Supervision**

Outside of formal curriculum time, the school provides supervision across the school site during the schools' core day of 8:20am and 2.55/3:35pm. Students on site outside these hours need to be part of an organised activity and the leader of this activity is responsible for ensuring adequate supervision, back up and first aid provision on site. Before school, during breaks and at lunchtime, the school operates a duty rota arrangement which provides supervision in key locations. This is overseen by a member of SLT, also on a rotational basis.

#### **4.28 Use of Computers & DSE**

All computers and peripherals used by the school are purchased from reputable suppliers and installed in line with relevant guidance.

Where employees are classed as a regular user as defined by the Display Screen Equipment Regulations (which includes employees who work on a computer for more than an hour at a time on a daily basis), DSE Assessments will be carried out. DSE Assessments will also be carried out for new or expectant mothers. Requests for a free eye test voucher are arranged through the Finance Officer

#### **4.29 Vehicles on Site**

The school provides for the safe movement of students, staff and visitors both as pedestrians and vehicles.

Students and all pedestrians are encouraged to walk on clearly marked paths and to use zebra crossings on the site.

Delivery and refuse collection vehicles are not permitted to be on site at school start and finish times and are required to be guided by a banksman at all times. The Facilities and Site Team banksman vehicles.

There is a 5mph speed limit on site and staff and visitors are expected to park considerately and with regard to the safety of others.

A risk assessment for the car park and vehicular access across the school site is included in the Consolidated Risk Assessment.

#### **4.30 Wellbeing**

The school and Local Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Individual concerns should be addressed through line-management meetings or by speaking to a senior member of staff or the Headteacher.

The school will seek to adopt excellent management practices to support colleagues to achieve both good levels of performance and an appropriate work-life balance.

The school has procedures in place to deal effectively with bullying and harassment.

#### **4.31 Working at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated persons responsible for work at height are the Facilities and Site Team.

The nominated persons shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled;
- only staff who have received appropriate training will use ladders/mobile towers.

#### **4.32 Water Quality/Temperature/Hygiene**

Pending refurbishment, water safety is monitored and managed by the Facilities Manager retained by the Department for Education, utilising external specialists to prepare a Legionella Risk Assessment and carry out periodic sampling and monitoring. A subcontractor is also retained on site by the Facilities Manager to carry out flushing of outlets three times per week. The Facilities Manager reports on the maintenance of water safety to the Head of Operations at least monthly and more frequently as necessary or appropriate.

### **5. Monitoring, evaluation and review**

This effectiveness of this policy will be regularly monitored and reviewed through the school's self-evaluation procedures and the accountability procedures described above.

This policy will be reviewed annually.

**Head of Operations**

**October 2020**