



St George's School, Harpenden, Academy Trust

Health and Safety Policy

Date of issue: September 2015

Reviewed & Approved: January 2017

Reviewed & Approved: January 2018

Reviewed & Approved: January 2019

Reviewed & Approved: January 2020

Statement of Intent

The Governing Body of St George's School, Harpenden, Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy statement sets out how these duties will be conducted and includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of and/or issued to, all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements the school's:

- E-Safety Policy
- Health & Attendance Policy and Procedures
- Child Protection
- Drugs Policy
- Discipline Policy

Name: **K R Parsons**

Name: **H Barton**

Signature:

Signature:



Chair of Governors

Headteacher

Date: 17.01.2020

Date: 17.01.2020

Date of last review: January 2020

Date of next review : January 2021

Policy Objectives

1. These are St George's School, Harpenden Academy Trust objectives:

- To work towards the prevention of occupational injury or ill health to all involved in or affected by the school's activities
- To ensure that those using the premises are not subjected to unacceptable risk as a result of activities of those working for the school
- To actively manage health and safety and to encourage constant awareness amongst all employees with regard to health and safety
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in the school's policies
- To maintain an annual formal review of achievement of the above and to implement improvements where necessary to enable them to be met
- To cooperate fully in the appointment of safety representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions
- To develop and maintain a proactive health and safety culture and set standards for continuous improvement in matters of health and safety

The school will achieve this by:

- maintaining effective systems of communication on health and safety matters with the support of the Health and Safety Officer
- ensuring that there is sufficient competency within the organisation in terms of health and safety support and advice
- establishing and maintaining control by setting clear health and safety objectives and providing strong leadership
- securing cooperation between individuals, safety representatives and working groups

Organisation

Responsibilities of the Governing Body

2. The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

A health and safety governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body. The school's health and safety governor is John Hayward.

The Governing Body will receive regular reports from the Headteacher or other nominated members of staff, in order to enable them to provide and prioritise resources for health and safety issues.

Where required, the Governing Body will seek specialist advice on health and safety which the school may not feel competent to deal with via Hertfordshire County Council's (HCC) Education Health and Safety Team, 01992 556478, as required by the Health and Safety at Work etc. Act 1974.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's Health and Safety Policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Cooperating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- Reporting to the Governing Body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition
- Reporting to the EFA any significant risks which cannot be rectified within the establishment's budget
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- 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
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher delegates the task of overseeing health and safety on the site to the Facilities Manager. Within departments, this task is further delegated to the relevant heads of department.

Responsibilities of heads of departments:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements

- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- Take appropriate action on health, safety and welfare problems that members of staff refer to them, informing the Facilities Manager of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work Act 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees of the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's Health and Safety policy and procedures at all times
- Report all accidents, incidents and near misses in line with the reporting procedure
- Cooperate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Report immediately to the Facilities Manager any serious or immediate danger

- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Arrangements

- Appendix 1 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 2 - [Fire Prevention and Testing of Equipment](#)
- Appendix 3 - [First Aid and Medication](#)
- Appendix 4 - [Accident Reporting Procedures](#)
- Appendix 5 - [Personal Safety/Lone Working](#)
- Appendix 6 - [Health and Safety Information and Training](#)
- Appendix 7 - [Premises and Work Equipment](#)
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- Appendix 11 - [Asbestos](#)
- Appendix 12 - [Risk Assessments](#)
- Appendix 13 - [Offsite visits](#)
- Appendix 14 - [Work at Height](#)
- Appendix 15 - [Display Screen Equipment \(DSE\)](#)
- Appendix 16 - [Vehicles](#)
- Appendix 17 - [Site Security](#)
- Appendix 18 - [Minibuses](#)
- Appendix 19 - [Stress](#)
- Appendix 20 - [Legionella](#)
- Appendix 21 - [Smoking](#)
- Appendix 22 - [School Managed Projects](#)
- Appendix 23 - [Members of staff responsible for Health and Safety](#)

Helpful, detailed information is provided in [HCC's Education Health and Safety Manual](#) on The Grid: www.thegrid.org.uk

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. HCC's guidance contained in the Education Health and Safety Manual is a useful aid.

The fire risk assessment is located in the Facilities Manager's office and reviewed on an annual basis.

Fire Instructions

The evacuation procedure and the location of the health and safety policy are discussed at staff induction. There is also reference to the policy in the staff handbook.

An outline of evacuation procedures is made available to all contractors/visitors and is posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Fire and emergency evacuation procedures are posted in classrooms, dormitories and common areas and are reviewed annually by the Facilities Manager.

Emergency contact and key holder details are maintained by the Facilities Manager.

Emergency Procedures

Fire and Evacuation

At the sound of the siren, ALL staff, visitors and students must quickly and quietly evacuate all school buildings, closing doors behind them and assemble on the Multi-Use Games Area (MUGA) at the back of the Sports Centre for registration. In the case of the fire being close to the MUGA, the secondary Assembly Point will be the Watts Playground.

Fire Drills:

- Fire drills are undertaken termly and a record kept in the fire log book

Fire Fighting:

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using the portable fire-fighting equipment provided
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire. Staff should make themselves aware of the nearest location and type of portable firefighting equipment and receive basic instruction in its correct use.

Details of service isolation points:

Gas	Goddard Reception Old Library	Main Supply Back Stairs (Feeds Chapel and Old School)
Water	Keswick (Aim Higher) 3 supplies outside School House (Watts Playground)	Main Supply Maths/Music/Watts; School House/Crosthwaite; Skiddaw and caretaker/DofB houses
Electricity	Music Centre School House Keswick Cricket Pavilion Crosthwaite/Skiddaw/Science	Downstairs Cupboard Under stairs Ground Floor (2 nd door on right after laundry entrance) Within garage to the rear Behind School House by shed
Heating	Rear of Kitchen Music Centre Basement North Side of Crosthwaite Rear of Skiddaw Chapel Science Rear of Assembly Hall Sports Centre	Main Boiler House Left entrance Main entrance by double doors Upstairs

Details of chemicals and flammable substances on site

Material safety data sheets are kept by heads of departments, as appropriate, for consultation.

Hazardous chemicals are stored in the chemical storage area in the Chemistry Prep Room.

Chemical and dangerous substances need to be kept in a lockable cabinet at all times.

Hayward Cleaning Services maintain their copies of any data sheets relating to COSHH and are available upon inspection and are kept in the site office.

FIRE PREVENTION AND TESTING OF EQUIPMENT

The Facilities Manager is responsible for ensuring that the school's fire log book is kept up-to-date and that the following inspection/maintenance is undertaken and recorded in the fire log book located in the site office.

Alarm System

Fire alarm call points will be tested weekly in rotation by the senior caretaker and a record kept in the fire log book. Normally regular testing of fire alarms will occur on **Fridays at 1600hrs.**

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer.

A fire alarm maintenance contract is in place with an approved contractor and the system tested twice yearly by them.

Smoke and heat detectors are tested by an approved contractor twice a year, as per the maintenance contract.

Fire Fighting Equipment

The annual maintenance service of all firefighting equipment and the update to the fire risk assessment is undertaken by an approved contractor annually.

The senior caretaker checks weekly that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to the Facilities Manager.

Emergency Lighting Systems

These systems will be checked monthly by the senior caretaker.

Test records are located in the fire log book.

Means of Escape

The site team check daily for any obstructions on exit routes and ensure all fire exit doors are operational.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified staff to provide first aid, both on site and where required for trips/visits and extra-curricular activities. See [Appendix 23](#) for details. The Facilities Manager will ensure that first aiders have a current certificate and that new persons are trained, should first aiders leave.

First aid boxes are located at the following points:

- Medical Centre
- School Office
- Site Office
- Aim Higher Reception
- Staffroom Kitchen
- Minibuses
- Chapel
- 6th Form Kitchen
- Main Kitchen
- Sports Centre (including Defibrillator)
- Tech Block
- Goddard Main Reception
- Science Department

The school's first responder is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The nominated member of the site team will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital

Where a first aider or the Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/guardians cannot be contacted in time. Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and in the case of a pupil, with the parents/guardian.

The school will follow the procedure for completion of incident/accident records in accordance with HSE guidance.

Blood Spillages

HCC guidance on protection from blood borne viruses and basic infection control will be followed.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Headteacher. Records of administration will be kept by the First Responder.

All medications kept in school are securely stored, refrigerated where necessary and clearly labelled in the Medical Room near Aim Higher or within the boarding houses. Access is strictly controlled. The First Responder and/or heads of boarding houses are responsible for accepting medication and checking all relevant information has been provided by parents/guardians prior to administering.

Health Care Plans

Parents/carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or on-going medical conditions such as diabetes, epilepsy, and anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by the relevant member of staff.

All staff are made aware of any relevant health care needs and copies of health care plans are available.

Staff will undergo specific training related to health conditions of pupils and the administration of medicines by a health professional, as appropriate.

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident and HSE Reporting Procedures employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) Form
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form

Copies of these forms are available on the shared area of the school's network.

School accident reports will be monitored for trends and a report made to the governors, as necessary by the school's first responder.

The Facilities Manager or their nominee will investigate accidents/incidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

All major accidents/incidents will be reported to the Facilities Manager, Headteacher and the Governing Body. Parents/guardians will be notified immediately of all major injuries.

Reporting to the Health and Safety Executive (HSE–RIDDOR)

HSE reportable incidents will be reported immediately to the Health and Safety Executive (HSE) online at their website:

<http://www.hse.gov.uk/riddor/>

or by telephone on **0845 300 9923** within 15 days of the incident occurring.

The **Education Health and Safety team** should also be informed on **01992 556478**.

PERSONAL SAFETY/LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent and/or threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the police, where inappropriate behaviour/individual conduct compromises the school's aims, in providing an environment in which the pupils and staff feel safe.

Lone Working

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 must:

- Obtain the Headteacher/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Notify the duty caretaker and sign in and out in the log book in the site office
- Ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#))
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone
- When working off site, e.g. when visiting homes, notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar)
- 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
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

The Health and Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The committee members are: [See Appendix 23](#).

Communication of Information

Detailed information on how to comply with HCC's Health and Safety Policy is given in the Education Health and Safety Manual, which is available for reference via <http://www.thegrid.org.uk/>.

The Health and Safety Law poster is displayed in the Staffroom, Aim Higher, Goddard Reception and Monk Foyer.

The Governing Body provides access to competent health & safety advice via:

HCC's Education Health and Safety Team, Tel: 01992 556478

as required by the Health and Safety at Work Act 1974.

Health and Safety Training

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held on an individual's personal file in the School House. Line managers are responsible for coordinating individual health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The line manager will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's, line manager's or Facilities Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PREMISES AND WORK MANAGEMENT

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by heads of department with their risk assessments.

All staff are required to report any problems found with plant/equipment to the Facilities Manager.

Defective equipment will be clearly marked and taken out of service by isolating, pending repair or disposal.

Electrical Safety

All staff must conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the site team.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (Class 1) and cables attached to such equipment will be tested annually by an approved contractor.

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

A Fixed Electrical Installation Test (Fixed Wire Test) is conducted by an approved contractor on a 5 year cycle.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing/routine maintenance/inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMPLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold.	Paul Thompson	Site Team	Paul Thompson	Ladders termly Tower scaffold on erection and daily thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site Team Nominee	Site Team	Site Team Nominee	School to determine following manufacturers advice
Grounds maintenance equipment	Site Team	Site Team	Site Team	School to determine following manufacturers advice
Gas appliances (Includes school catering equipment, boilers, food tech etc.)	Tech Staff nominee, Catering Manager and Site Team	Tech, Science and Catering Staff	Approved Contractor	Annually
PE and play equipment	PE Staff and Development and Marketing Manager	PE Staff and Development and Marketing Manager	Approved Contractor	Annually
LEV, dust extraction /fume cupboards	Head of Science Head of Technology	Science Staff Technology Staff	Approved Contractor	14 monthly (max). Records of these examinations must be kept for a five year period.
Technology Equipment	Head of Technology	Technology Staff	Approved Contractor	Yearly
Art/Design Equipment	Head of Art	Art Staff	Approved Contractor	Compressors annually Kilns to be determined based on use
Portable electrical equipment	Site Team	All Staff	Approved Contractor and Site Team	Annually or as required
Lifts/lifting equipment	Facilities Manager	All Staff	Approved Contractor	Lifts and Hoists/slings for people – 6 monthly

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to eliminate or substitute substances which fall under the **“Control of Substances Hazardous to Health Regulations 2004”** (the “COSHH” Regulations).

Within curriculum areas (in particular Science, DT and Art) the **heads of department** are responsible for COSHH and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas, the school's nominated persons responsible for COSHH are **the Facilities Manager, Cleaning Contractor Manager and Boarding Housekeeper**.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed
- Material safety data sheets or CLEAPSS hazard information shall be obtained all such materials either from the suppliers or the CLEAPSS website
- Risk assessments are conducted when undertaking hazardous activities, including the use of hazardous substances. Generic risk assessments are available from CLEAPSS. For classroom science experiments, this is the responsibility of the head of department and subject teacher. ([See Appendix 12](#))
- Hazardous 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 is available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

Radioactive Sources

The school follows CLEAPSS guidance L93 in 'Managing ionising radiations and radioactive sources in schools'.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service
- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Head of Physics. Detailed responsibilities are provided in the Science department health and safety procedures. They are responsible for ensuring that the radioactive source history and use log are kept up-to-date and that a leak test is conducted and recorded annually.

MOVING AND HANDLING

Manual handling of loads

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects and where such activities cannot be avoided, will be reported to the Facilities Manager, who will arrange for a risk assessment to be carried out to ensure such risks are adequately controlled.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a six monthly basis by a competent contractor.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken/coordinated by **the Facilities Manager**.

Monitoring inspections of individual departments will be carried out by heads of department or nominated staff.

Advice and pro-forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a self-audit and submit it to the Facilities Manager.

Responsibility for following up items detailed in the self-audit report will rest with the Facilities Manager in conjunction with the Health and Safety Committee.

A named governor will be involved/undertake inspections on an annual basis and report back to the Premises Sub-Committee and full Governing Body meetings.

ASBESTOS

An asbestos management plan is in place for the school in accordance with [HCC's Asbestos Policy](#).

The asbestos register is held in the **Facilities Manager's office** and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Any intrusive work to the fabric of the building requires approval from the site team.

The school's asbestos authorising officers are the **Facilities Manager** and nominated site team staff listed in [Appendix 23](#).

The authorising officers shall ensure:

- The asbestos log is maintained and updated
- The asbestos log is consulted at the earliest possible opportunity in the planning process and that all work on the fabric of the building or fixed equipment, is entered in the permission to work log and signed by those undertaking the work
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager who will take advice from a suitably qualified contractor.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Facilities Manager.

RISK ASSESSMENTS

General

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Facilities Manager or nominees following guidance contained in HCC's [Education Health and Safety Manual](#).

These risk assessments are available for all staff to view and are held centrally in the Facilities Manager's office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil, are held on that person's file and are undertaken by the relevant member of staff associated with that student, or the staff member's line manager or Personnel department. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that suitable arrangements can be made.

Risk assessments will be reviewed on expiry or if there has been a significant change and staff are made aware of any changes to risk assessments relating to their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department and subject teachers using relevant codes of practice and model risk assessments. Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into texts in daily use. The school has a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science and Design & Technology.

The following publications are used within school as sources of model risk assessments:

- BS 4163:2014 Health and Safety for Design and Technology in Educational and Similar Establishments. Code of Practice
- Safeguards in the School Laboratory, 11th edition, ASE <http://www.ase.org.uk/>
- Topics in Safety, <http://www.ase.org.uk/>
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and Sport, Association for Physical Education (AfPE) <http://www.afpe.org.uk/>

OFF-SITE VISITS

The school has adopted the Outdoor Education Advisers' Panel's National Guidance for Learning outside the classroom and off-site visits.

All off-site visits will be planned following this guidance available via <https://oeapng.info/>

The LA's off-site visits advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** off-site visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip, to the school's Educational Visits Co-ordinator who will check the documentation and planning of the trip and if acceptable, initially approve the visit before referring to the Headteacher for approval.

WORK AT HEIGHT

Working at height can present a significant risk and all such activities should be avoided where it is reasonably practicable to do so. Where this is not possible, a risk assessment must be conducted and such risks 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 stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, Drama staff, ICT Technician etc.

The school's nominated person responsible for work at height is **listed in [Appendix 23](#)**.

The nominated person(s) shall ensure:

- All working at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in working 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
- The risks from fragile surfaces are properly controlled

NO MEMBER OF STAFF OR PUPIL SHOULD ATTEMPT TO WORK AT HEIGHT WITHOUT THE AUTHORISATION OF THE NOMINATED MEMBER OF STAFF FROM THE SITE TEAM.

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available at:

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml#D>

All staff who use computers daily, as a significant part of their normal work. (Significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin/office staff shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school's main site is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. Parents/guardians may use the coach lay-by to drop off or collect their children only and as long as this does not inhibit its intended use for coaches.

The access from the road shall be kept clear for emergency vehicles.

All staff entering the site in vehicles must adhere to the 5 mph speed limit and be extra vigilant when driving through the Watts playground, as children may be crossing this area. Staff must park in the allocated parking bays provided. Visitors should enter at the Sun Lane entrance and park in the visitors' bays provided.

Deliveries should enter via the Sun Lane entrance and await further instruction from a member of staff in charge of the delivery.

All visitors must report to Goddard Reception and if requested, sign in and await collection by a member of staff.

Pedestrians have right of way at all times.

SITE SECURITY

The security of all people on the premises and their belongings is of great importance, as well as the property and belongings of the school. Each person on site is therefore responsible for their own safety, as well as that of all those around them and for the care of all property. Everyone should ensure they do not endanger themselves or others, or encourage or condone any anti-social behaviour that might cause damage to or loss of property or equipment.

While the pupils in years 7 to 11 can be easily identified by their uniform during the school day, others are not so easily recognisable. Sixth formers and staff are required to wear identification badges. All visitors to the site will be issued with badges to wear. Anyone, not thus identified, should be challenged for their identification and business on the site. They should be invited to return to the Goddard Reception to be correctly registered and badged. If they are reluctant to comply, assistance should be sought and if necessary the police will be called.

During term time, access to the school site for staff is generally limited to the hours between 07.30 and 17.30, apart from those using the Sports Centre. After this time, external doors will be locked to allow cleaning and for other activities to commence. Day pupils should not be on site outside the hours of 08.10-15:40 unless they are attending a specific activity supervised by a member of staff or the school Breakfast Club. Staff should assist the security process by ensuring that, at the end of the school day, all windows and doors are locked in their areas of responsibility, if they possess keys, also ensuring that fire doors are firmly closed. Staff entering parts of the premises after the caretakers have locked up, should notify the duty caretaker when they arrive and leave. They should then re-lock areas that they have unlocked. They should follow the lone working guidance in this health and safety policy. Caretakers are ultimately responsible for ensuring that the premises are secure and therefore must be aware of people on site, out of normal hours, in order that they can check that the site is secure once everyone has left. It is important that the caretakers are aware of all visitors on site to comply with fire regulations and emergency evacuation procedures.

In holiday times, caretakers will unlock only the areas to which they and contractors need access. Staff coming onto site are required to notify the Site team in advance and then sign in and out using the InVentry System. As caretakers' duty time in holiday periods is usually 07.00 to 15.00, staff are asked to keep their visits within these hours to aid the security process.

The telephone number for the duty caretaker is displayed on the wall outside Aim Higher, Goddard Reception, the site office and the school office wall. Staff should ensure that calls to caretakers in the evenings and overnight are limited to urgent issues that cannot wait until the following morning. Urgent Issues relate to Gas Leaks, Water/Flood damage or Fire.

Staff will be issued keys to appropriate parts of the building for the tasks they carry out. It is important that great care is taken of these keys; their loss should be reported immediately via their line manager to the Facilities Manager. Replacement keys can be re-issued at cost to their respective departments. On leaving the employment of the school, the keys should be returned to the Facilities Manager.

Visitors/Contractors

The school is obliged to maintain an up-to-date and accurate record of all persons on site.

All visitors during school hours should report to Goddard Reception in Sun Lane, where they should log in using the InVentry system and a security sticker will be issued. All visitors will be informed of fire procedures, local management arrangements, including pedestrian and vehicle movement restrictions. Visitors are not permitted to walk unaccompanied through the school site at any time during the school day.

Visitors are required to:

- Sign in at Reception
- Wear security identity at all times
- Report any accident/incident to the reception
- Sign out before leaving
- Refrain from smoking anywhere on site

Visitors logging into the InVentry system will automatically alert the member of staff they are visiting. In the event of the member of staff not showing to collect the visitor then Goddard Reception must contact the member of staff to collect their visitor that they intend to see. That member of staff must collect the visitor and remain with them at all times unless they have permission to be unaccompanied. The member of staff must then return the visitor to Goddard Reception to ensure they sign out and leave the site.

The site team are responsible for monitoring areas where contractors' work may directly affect staff and pupils.

All unaccompanied visitors must have a suitable DBS check and the DBS number must be provided for the Personnel department, prior to their visit to the site.

Any member of staff can contact the Facilities Manager or the site team by radio or telephone to assist in any matters listed above.

Parents

In School hours

When parents, including boarders' parents/guardians come on to the site during the school day (08.30 to 16.00 Monday to Friday), they must report to Goddard Reception and follow the visitors signing in/out procedure within the InVentry system. Any parent who does not have their arrival recorded will be asked to leave and make a formal appointment. There is limited visitor parking beside the Goddard Reception. Alternatively the 'green' car park inside the Carlton Road entrance is available to visitors, who can then walk through to Goddard Reception.

Out of School hours - when parents visit

- By appointment - arrangements should be made in advance, confirming where the meeting is to take place
- To attend an event – they should go straight to the designated venue; they will be guided by staff in this regard

- To view a sports match – they should go by an outside route to the appropriate playing field

Boarding House Parents/Guardians

- To visit someone in the boarding houses - they should report their arrival at the boarding house where they will be met by a member of the boarding house staff

It is a condition of parental access that parents coming on to the school premises do not interfere with the work of the school and do not disrupt the peaceful environment of the school. They should not approach any pupil without a member of staff being present. The Headteacher has been delegated powers by the Governing Body to order the immediate removal of a parent whom they deem has disrupted the school.

In appropriate circumstances, the Headteacher, acting on behalf of the Governing Body may withdraw a parent's licence to come on to the school premises except by prior appointment or for a formal meeting. Before withdrawing the licence the Headteacher will first give the person concerned an opportunity to give reasons in writing, why this step should not be taken.

Any decision of the Headteacher to withdraw a parent's licence will be reviewed at the end of term, or on the application of the parent to the Headteacher.

Staff

Bringing family members on site

Staff who bring spouses/partners and children on site to appropriate events or in exceptional circumstances must ensure they adhere to the visitors regulations outlined in the school's site procedure. They must not be left unaccompanied in a sensitive part of the school premises at any time, such as where they might have any access to school data or confidential information and staff must ensure that they adhere to the school's ICT Acceptable Use Policy.

Staff are not permitted to bring their children on site if the child is unwell during school hours for more than 60 minutes, during which better arrangements are made.

Sports Centre Visitors:

All visitors to the Sports Centre during school hours must follow the procedures detailed above for all visitors attending the school during the school day.

Outside of school hours, Sports Centre visitors must park in the designated car parks off Carlton Road and report to the Sports Centre Reception by the directed route. They are not permitted to visit any other part of the school site nor park in the coach bay. Visitors are required to sign in/out at the Sports Centre Reception.

MINIBUSES

The nominated member of staff from the site team (Appendix 23) is responsible for undertaking checks on and the operation of minibuses.

They are responsible for the maintenance and yearly road tests required, including road tax, MOT and servicing.

Staff requesting to use a minibus should book this in the appropriate diary located in the Facilities Manager's office, where the keys can be allocated. They must ensure that they check the vehicle for damage and that it has the correct amount of oil and fuel required for their journey. They must enter their name, department and the intended purpose of the journey in the log book located in the file.

Any defects must be entered in the log book.

All minibus drivers must hold a valid full UK licence.

Minibus drivers are required to submit their driving licence details to the Facilities Manager for checking. This is to fulfil the requirements of the insurance terms and conditions for the use of the 3.5 tonne minibus.

Drivers will be issued with a copy of the Driving Minibuses Guide.

All drivers of the minibuses over 3.5 tonne must be over 25 and hold D1 on their driving licence. Staff who only have a car licence are only permitted by law to drive the 3.5 tonne minibus.

The Facilities Manager holds a list of all nominated drivers and evidence of their entitlement to drive a minibus.

STRESS

The school and Governing Body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE and HCC's management standards.

The school and Governing Body have their own Chaplain (Appendix 23) who is available to staff who are suffering from any stress related illness. All staff receive performance management reviews and are able to speak to their line manager and/or a senior member of staff if they wish to seek support.

Any discussion with the Chaplain is held in the strictest confidence.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in HCC's Education Health and Safety Manual.

A water risk assessment of the school has been completed by Rentokil Initial and the Facilities Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. This risk assessment should be reviewed where significant changes have occurred to the water system.

Operational checks include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- Conducting water temperature checks (monthly)
- Disinfecting/descaling showers, or other areas where water droplets are formed (quarterly)
- Inspecting water tanks for compliance and safety on an annual basis.
- Water samples sent away yearly to have them analysed by reputable company.

SMOKING INCLUDING E-CIGARETTES

It is the policy of the school that all our workplaces are smoke-free and all employees and pupils have the right to work and study in a smoke-free environment. Smoking is prohibited in all areas of the premises, including the grounds and school vehicles. This policy applies to all employees, pupils, consultants, contractors, members of the school community and visitors, including all hirers of the school's facilities.

Local disciplinary procedures will be followed if a member of staff or pupil does not comply with this policy.

Parents, visitors, consultants and contractors who attempt to smoke on the school site will be asked to extinguish their cigarettes. Vaping and E-cigarettes users will be asked to refrain from using their devices. If they do not adhere to the request, they will be asked to leave the premises.

The NHS offers a range of services to help smokers give up. Visit <http://www.nhs.uk/smokefree>.

SCHOOL MANAGED PROJECTS

Where the school undertakes projects, the Governing Body are considered the 'client' and therefore have statutory obligations.

Such projects are managed by the Facilities Manager who will ensure that landlord's consent has been obtained and where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any sub-contractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Site team projects that are considered hazardous will require a construction phase plan, completed by the Facilities Manager prior to the works being carried out, to eliminate any potential injuries.

**MEMBERS OF STAFF RESPONSIBLE
FOR HEALTH AND SAFETY****The Site Team**

Steve Harmer – Facilities Manager

(Overall responsible person for overseeing health and safety across the site)

Tony Magee – Senior Caretaker

(Fire alarms, Equipment, Emergency lighting, Asbestos)

Paul Thompson – Residential Caretaker

(Fire escape routes, Exits, Asbestos, Working at height)

Blas Pappaterra – Non-residential Caretaker

(Minibuses, Legionella)

Stephen Yates – Non Residential Caretaker

(Portable appliance testing, Legionella)

Trained First Aid Staff:**Trained to First Aid at Work level:**

Jean Lambert (First Responder), Steve Harmer, Tracey Ashwell, Neil Harris, Sophie Hills, Samantha Hill, J Rimmington, F Aktash, T Siemonsma, S Choudrey, A Soule

Trained to Emergency Aid level:

Joanne Cassidy, Jane Crossland, Ben Cullis, Caroline Eddings, Anne Fitzgerald, Jess Foster, Alex Kyriacou, Andrew Macintosh, Gisela Michaels, Blas Pappaterra, John Pickard, Dan Rees, Ellie Sayers, Joseph Tachie, Lucy Terry, Paul Thompson, Scott Tweeddale, Amy Wadhams, Jane Walpole, Jackie Watts, Steve Yates, Hannah Crowley, Lucy Loughlin, Lois Kemp Robertson

Members of the Health and Safety Committee:

Steve Harmer (Health & Safety Officer and Chair)
Leadership Rep (Nominated)
Dan Rees (P.E.)
Chris Lumsden (Science)
Jean Lambert (First Responder/Unison Rep)
Jackie Watts (Keswick Boarding)
John Pickard (Crosthwaite Boarding)
Laura Masters (Skiddaw)
Jenna Ainsley (Art)
Julie Minall (Catering)
Caroline Edmunds (English)
Scott Willis (MFL)
Madeline Battersby (Library)
Flav Tozzi (Maths)

Head of Science:

Karen Ariss

Educational Visits Coordinator:

Paul McGillivray

School Chaplain:

Steve Warner