



## Health & Safety Policy

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Party responsible:	Finance & Premises Committee
Linked policies:	Offsite Visits Policy and Procedures, Health and Safety Booklet and Health and Safety Forms.

### PART 1. STATEMENT OF INTENT

The Governing Body of The Swanage School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment'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 and a reference copy will be kept in the school office and on the shared drive.

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

### PART 2. ORGANISATION

#### I. Responsibilities of the Governing Body

The Governing Body are responsible for

- Ensuring adherence to The Swanage School's health and safety policy, procedures and standards;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements the school's and Trust's health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to any official body as necessary any hazards which the

establishment 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 a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of the School's policy and procedures.

## **2. Responsibilities of the Headteacher**

Overall responsibility for the day-to-day management of health and safety in accordance with School's health and safety policy and procedures and the Governing Body's health and safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body Setting up a Health & Safety committee to meet at least termly in school to review the accident log book and other issues around the subject
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- 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 reporting to the Governing Body and the DfE any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with the School's and DfE policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site will be delegated by the Headteacher to the Business Manager.

### **3. Responsibilities of employees**

#### **3.1 Employees holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Business Manager for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, and ensure that all subordinate staff are aware of and make use of such guidance;
- 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;
- Resolve health, safety and welfare problems that members of staff refer to them, and inform the Headteacher or the individual with delegated authority any problems to which they cannot achieve a satisfactory solution 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 etc.;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

#### **3.2 Responsibilities of all employees**

Under the Health and Safety at work Act etc. 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 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 and incidents in line with the reporting procedure.
- Co-operate 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 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 their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

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# APPENDIX I - RISK ASSESSMENTS

## 1. General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the Business Manager and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally within the shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

## 2. Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

## 3. Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Curriculum Leaders and subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in the daily use scheme of work.

CLEAPSS publications<sup>1</sup> in science and DT can be used as sources of model risk assessment.

In addition the following publications can be used as sources of model risk assessments:

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>  
Topics in safety, 3<sup>rd</sup> Edition ASE 2001

National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/>

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<sup>1</sup>CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## **APPENDIX 2 – OFFSITE VISITS**

All offsite visits will be planned following procedures contained in The Swanage School's Offsite Visits Procedures document.

The Governing Body 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.

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(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

## **APPENDIX 3 - HEALTH AND SAFETY MONITORING & INSPECTION**

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the school Governor responsible for Health and Safety Facilities Manager.

The Finance and Premises subcommittee of the Governing Body will review procedures, reports and any outcomes from inspections on an annual basis and report to the full governing body.

Pro-forma inspection checklists should be used for the monitoring and inspections.

# APPENDIX 4 - FIRE EVACUATION & OTHER EMERGENCY ARRANGEMENTS

## 1. Introduction

This guidance is specific in dealing with an evacuation of the school building in the event of a fire.

This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.

Staff and the school's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Business Manager.

## 2. Action in the event of a fire or suspicion of a fire

Immediately raise the alarm by activating the nearest available fire alarm call point.

If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should:

If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc, in use as part of the classroom activity or lesson.

The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. If not supervising students and it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

## 3. How to raise the alarm

Activate the nearest break glass type fire alarm call point. The call point can be activated by pressing firmly onto the middle of the panel that is incorporated within the call point unit. The panel is designed to drop down safely with firm pressure being applied.

## 4. Action to take on hearing the alarm

On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. Leave the building via the nearest available escape route and assemble at the schools designated fire assembly point. However be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

**Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so. There should be absolute silence throughout the duration of the evacuation and until the all clear is given by the fire evacuation coordinator.**

On hearing the fire alarm system the Office Manager and/or duty receptionist should:

- dial 999 for emergency services. Once the call is answered, ask for the fire service, then once through to the Fire brigade control room inform the operator of the following

**THERE IS A FIRE AT:  
THE SWANAGE SCHOOL, HIGH STREET, SWANAGE BH19 2PH  
[school is at junction of Washpond Lane and High Street]**

The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given.

## **5. Evacuating the school building - arrangements for people with disabilities**

One to one carers will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

## **6. Location of assembly point**

Stage 1 Assembly point A Located on the School playground

Stage 2 Assembly point B Located on St Mark's School playing field accessed via the perimeter gate

## **7. Evacuation to the schools designated fire assembly point including the duty fire evacuation coordinators duties - Stage 1 evacuation**

Tutors and students shall assemble in the nominated stage 1, fire assembly point within the school playground. The duty fire evacuation coordinator will be notified by the Heads of House who will co-ordinate the roll call to establish if all tutors and students are accounted for.

Support staff, non-tutor staff, contractors and visitors shall assemble in the nominated stage 1, fire assembly point, within the School playground. The duty fire evacuation coordinator will co-ordinate the roll call for contractors and visitors.

To facilitate the above, the Office Manager and duty receptionist, will bring to the assembly point, the school registers, staff attendance records, visitors and contractors book, key to gate in fence.

Staff, students, contractors and visitors will then await the arrival of the fire brigade.

The duty fire evacuation coordinator will ensure that they greet the fire brigade on their arrival. The duty fire evacuation coordinator will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc.

Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or the duty fire evacuation coordinator.

In event that first aid is required; individuals should make themselves known and if possible after being registered and then be escorted to a qualified member of staff who will assist.

## **8. Stage 2 evacuation**

In the event that the fire develops rapidly and conditions at assembly point A deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer-in-charge, the duty fire evacuation coordinator may instruct those assembled to leave the School playground and resort to the stage 2, assembly point B.

In the event that the instruction is given to evacuate assembly point A, all staff, students, contractors and visitors will be ushered from the School playground via an appropriate emergency route and led by the duty fire evacuation coordinator assisted by senior staff to the stage 2, assembly point B on St Mark's School playing field, route to be decided in view of the changing circumstances.

Staff, students, contractors and visitors, must stay at the second stage assembly point at their own assembly areas until told that it is safe to return to the school site by the fire brigade officer-in-charge.

In event that first aid is required; individuals should make themselves known and if possible after being registered will be escorted to the secondary assembly area where a qualified member of staff will assist.

## **9. Arrangements for exam candidates**

On hearing the alarm, invigilators should stop candidates from writing, make a note of the time the exam was stopped and collect the attendance register. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence; candidates must not talk to each other.

Invigilators will escort the candidates to the necessary assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area specifically designated for exams candidates.

Candidates returning to the exam room will be allowed the full allocated exam time.

## **10. Extinguishing a fire (if safe to do so)**

In the event of a small fire - such as a fire in a waste paper bin, etc, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.

Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

For fires involving **paper, wood and textiles**, a **water extinguisher** should be used to extinguish the fire.

If the fire involves **live electrical equipment**; a **carbon dioxide or dry powder extinguisher** should be used to extinguish the fire.

If the fire involves **flammable liquids**, a **foam or dry powder extinguisher** should be used to extinguish the fire.

If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire. It will be safer to evacuate the area (if possible closing windows and doors behind you) activate the fire alarm and await the arrival of the fire brigade.

In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - **DO NOT OPEN THE DOOR.** - you may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (Eg the fire may “flashover”). In the event of these circumstances you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.

## **11. Procedures in the event of fire alarm system failure**

In the event of the fire alarm systems failing the school’s Fire Evacuation Coordinator will designate 4 fire marshals to sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.

If a fire is discovered the fire marshal shall notify the receptionist or Fire Evacuation Coordinator to contact the fire brigade and shall notify all staff by continuously ringing the school bell.

Usual evacuation procedures [Section 5 onwards] will then be followed.

### **Fire Evacuation Coordinator:**

Andrea Knapman – Office Manager

# **APPENDIX 5 – INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT**

## **1. Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by the facilities manager and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract between The Swanage School and appropriate provider is in place and the system is tested by them.

## **2. Inspection of Fire Fighting Equipment**

Monthly, the facilities manager checks that all fire fighting 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. .

An annual inspection will be undertaken by an appropriate provider.

## **3. Emergency Lighting Systems**

These systems will be checked monthly by the facilities manager and annually by an external contractor.

Test records are located in the site's fire log book

## **4. Means of Escape**

Daily, it is the responsibility of all staff to check for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

## APPENDIX 6 - FIRST AID & MEDICATION

Administration of First Aid and Medication will be done in accordance with the school's Medicines policy.

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- The medical inspection room (1 large kit and 3 small kits)
- The staff room
- Sports Hall
- Both minibuses
- Kitchen

The facilities manager 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 following staff will be available to provide first aid-

### TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

- Tristram Hobson
- Katy Kerr
- Andrea Knapman
- Gary Stone

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The facilities manager will check that any vehicles are properly equipped with first aid boxes before they are used. When pupils walk to an off-site location a first aid box will be taken with them.

Transport to hospital: If the first aider or 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 cannot be contacted.

The school will follow the procedure for completion of incident/accident records.

### Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "[Managing Medicines in Schools and Early Years Settings](#)" and in line with The Swanage School's medicine policy.

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

All medications kept in school are securely stored with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, insulin, epi-pen etc., it will be kept in the medical inspection room in a marked cupboard and clearly labelled. At no time will the medicine of one child be used for another.

## **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by the SENCO whose responsibility it is to ensure that all relevant staff are aware of medical conditions and what action is.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

## APPENDIX 7 - ACCIDENT REPORTING PROCEDURES

### 1. Reporting within The Swanage School and to Education Swanage

Employees must report accidents, violent incidents, dangerous occurrences, and near misses to the school office.

An accident book located in the School Office is used to record all incidents to pupils and staff; more significant reportable incidents must also be reported to the Governing Body and HSE.

School accident reports will be monitored by the Finance and Premises Committee termly for trends and a report made as required to the Governors, annually.

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

### 2. Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Chair of the Governing Body and The Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Some other types of accident [as specified below] also need to be reported to RIDDOR.

### 3. What must be reported to RIDDOR?

#### **Work-related accidents**

Not all accidents need to be reported, a RIDDOR report is required only when the accident is work-related; and it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised
- any machinery, plant, substances or equipment used for work and
- the condition of the site or premises where the accident happened

If none of these factors are relevant to the incident, it is likely that a report will not be required. See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported. In addition, specific guidance on reporting school based accidents can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>

Any incident notified to the HSE must also be reported to the Governing Body.

# APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING

## 1. Consultation

The Headteacher and the Facilities Manger will consult as appropriate with those staff responsible for science, design and technology and PE.

Action points from meetings are brought forward for review by the Finance and Premises Committee and/or the Full Governing Body as appropriate.

## 2. Communication of Information

The Health and Safety Law poster is displayed in the school reception area.

## 3. Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

### All 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 by the Deputy Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Headteacher's and line 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.

## APPENDIX 9 – 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 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/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Set up telephone check ins with a member of the leadership team and a personal contact.
- 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.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- 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".

## **APPENDIX 10 - PREMISES AND WORK EQUIPMENT**

### **1. Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified in the schools maintenance manual. Records of such monitoring will be kept in the School Office by the Business Manager.

The Business Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is detailed in the school's central register of equipment and labelled on the relevant equipment.

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

### **2. Curriculum areas**

Curriculum Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented in conjunction with the Business Manager.

### **3. Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

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.

Major fixed wiring circuits will be checked at least once every five years.

## **APPENDIX 11 - FLAMMABLE AND HAZARDOUS SUBSTANCES**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) the Curriculum Leaders are responsible for COSHH and ensuring that an up to date inventory and 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 establishment's nominated person(s) responsible for substances hazardous to health is the Business Manager.

They shall 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 or decanted into labelled containers (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified is available for use and regularly checked.

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

### **RADIOACTIVE SOURCES**

The school does not possess any ionising radiation sources at this moment in time. If this were to change then a risk assessment would ensue and all actions would be implemented in line with official guidance.

## **APPENDIX 12 - LIFTING AND HANDLING**

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

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.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Business Manager and 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 who must follow the instruction given when carrying out the task.

## **APPENDIX 13 - ASBESTOS**

There is no asbestos present at The Swanage School.

## APPENDIX 14 - CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office via the visitor entrance where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

### School managed projects

Where the school undertakes projects as an employer the governing body would be considered the 'client' and therefore have additional statutory obligations. These are managed by the Business Manager who will ensure that the 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<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses registered contractors. These contractors have satisfied the Business Manager that they understand and abide by health and safety regulations.

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<sup>2</sup>CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and Headteacher contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

## APPENDIX 15 - WORK 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 stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishment's nominated person(s) responsible for work at height is the Facilities Manager.

The nominated person(s) 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.

## **APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who habitually use computers 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 staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

## **APPENDIX 17 - VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

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

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## **APPENDIX 18 - STRESS / WELLBEING**

The school and 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.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management, membership of an employee Assistance Programme.

## APPENDIX 19 - LEGIONELLA

The school complies with official government advice on the potential risks from legionella.

A water risk assessment of the school has been completed by Feedwater Ltd and the Facilities Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

## APPENDIX 20 - WORK EXPERIENCE

The Headteacher is responsible for managing and co-ordinating work related learning within the school.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser and the Chair of the Governing Body at the earliest possible opportunity.

## APPENDIX 21 – PREGNANT WOMEN

The School has an obligation to assess any risks to health and safety in the workplace and possible adverse effects on pregnant staff. This may include offering a temporary variation in duties, working hours or working conditions.

Some hazards have the potential to increase the risk to new and expectant mothers and therefore once a woman informs the Headteacher that she is pregnant, the relevant work activities must be re-assessed and modification or alterations made when and where appropriate. Aspects which need to be considered are:

### Manual Handling

- Hormonal changes may affect ligaments making them more susceptible to injury.
- Postural and dexterity problems increase as the pregnancy develops due to increased size.
- Re-assess the risks with regard to manual handling
- Look to avoid or reduce manual handling tasks undertaken by new and expectant mothers

**Work with Display Screen Equipment** does not cause any particular risks to new or expectant mothers, although there are a number of factors which need to be considered. In particular

- Sitting for long periods of time should be avoided, break up your work to get up and move about regularly.
- As the pregnancy develops and the expectant mother increases in size, posture and mobility issues may cause discomfort.
- Make sure there is sufficient space to move at the workstation
- Back pain is common in pregnancy, so ensure good posture.
- Standing for long periods may lead to dizziness, faintness and fatigue.
- Standing or sitting for long periods should be avoided.
- Consider a change in the work pattern and/or introduce more frequent breaks to enable new and expectant mothers to move about.

### Chemicals

- Re-assess relevant COSHH assessments.

### Lone / Out-of-Hours Work

- Re-assess relevant risk assessments for lone and / or out of hours work

### Travel

- Travel may require to be minimised

### **Fatigue / Discomfort / Stress**

- Exposure to nauseating smells such as cooking or chemical odours may increase "morning sickness", therefore you may need to consider avoiding or restricting exposure to certain areas / activities, for a limited time period where feasible.
- Expectant mothers are likely to require more frequent visits to the toilet and this must be taken into consideration with respect to the work pattern, access to toilets, etc.
- As the expectant mother increases in size consideration will require to be given to a number of issues relating to comfort, dexterity, etc such as work in work in awkward, restricted or confined areas.
- As the expectant mother increases in size consideration may also require to be given to the suitability of clothing - uniforms, personal protective equipment (PPE), etc.

## Appendix 22: Visitor & Intruder Security Policy

### 1. General

The Governors and Headteacher have a duty to ensure the safety of everyone on the school site and should ensure that systems are in place to see that this duty is exercised properly.

Any person who enters the school site without permission is a trespasser and should be asked to leave.

This policy sets out the guidance to Staff on the procedures for routine security and for dealing with trespassers and troublemakers.

### 2. Routine Security

- All visitors should report to Reception
- At reception all visitors must sign in and receive the school's security badge, which they must wear at all times in the school.

### 3. Dealing with Strangers

A person or a group of people found on the school premises who have not followed correct visitor procedures can best be described as intruders. In such a situation, school personnel are advised to assess whether the intruder is or is not a security risk before challenging the individual/s to establish their identity and the purpose of their 'visit'. Trespass is not a criminal offence but if a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance they could be committing a criminal offence under section 547 of the Education Act 1996.

- If a visitor is not wearing a badge he/she should be politely challenged by any member of staff and accompanied to Reception
- At Reception, the Receptionist should ask the stranger the purpose of their visit, ask them to sign in and issue a badge
- If the member of staff or Receptionist has any suspicion about the stranger they must inform the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on-site immediately, and ask the stranger to remain in the Reception area
- If the stranger ignores the instruction the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on-site **must** be notified immediately
- If a stranger is abusive, or a nuisance in any way, the member of staff must not take direct action, but **MUST** send for help by informing the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on-site as soon as possible. Staff must never put their own safety at risk.
- Only the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on-site may ask the stranger to leave the site and only then if there is no risk to their own safety.

- If the stranger refuses the instruction the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on-site must inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher on site who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school
- The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

#### 4. Contacts with Police

- When calling the police, the Headteacher or other designated person must give clear and sufficient information to allow the police to make a judgement about the scale of their response

#### 5. Types of Troublemaking

The most common problems facing the school are:

- occasional abusive behaviour from parents
- occasional incursions into the school by outsiders, including former pupils
- former pupils and others waiting outside the school premises at the end of school - occasional vandalism during and outside school hours

#### 6. Where there are Offensive Weapons

##### INTRUDERS

- If staff suspect an offensive weapon is on site they must immediately inform the Headteacher, Deputy Head, Business Manager, Facilities Manager or the delegated Senior Teacher who will always call the police
- If the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises the person will be kept under close surveillance until the Police arrive

##### PUPILS

- If a member of staff suspects that a pupil is in possession of a weapon of any kind that person must inform the Headteacher or Deputy Head or member of the senior leadership team.
- The pupil must be asked to surrender any weapons that they may have.
- If the pupil refuses to co-operate, the police must be called and any search should be carried out by the police

- The pupil's parents must be informed and asked to come to the school
- Any confiscated articles should be handed to the police as quickly as possible unless the Headteacher judges that it is reasonable to return it to the parents.
- At all times the suspect pupil must be kept away from other pupils.

## **7. Reporting and Recording**

- Staff must record all incidents in the school incident log.
- The log will be inspected by the Business Manager and Facilities Manager, at regular intervals, and any necessary action taken
- the Headteacher will report issues and actions taken in the Report to the Governors
- Issues will also be discussed by the appropriate sub-Committee of the Governing Body at periodic intervals. This committee may inspect the log as necessary.

## **8. Monitoring**

The Governors and Senior Management Team will monitor the working of the policy and consider annually whether any amendments need to be made.