

Bristol Cathedral Choir School's Health and Safety Management System

Academic year:

2019-
20

This is the Management System for Bristol Cathedral Choir School (BCCS), it clearly demonstrates our commitment to the health, safety and wellbeing of our employees, our pupils and students, governors, trustees and visitors. The organisation and arrangements are described.

It is based on agreed principles, defined and developed to provide the necessary flexibility and foundation for the development of a sustainable health and safety culture throughout the Cathedral Schools Trust. This system is linked to the overarching Health Safety and Wellbeing Policy of Cathedral Schools Trust (CST). The CST policy has encouraged BCCS to develop its own policy specific to them, to achieve the highest possible standards in health, safety and wellbeing.

Introducing a Health and Safety Management system will provide a systematic approach to reducing hazards and risks within our organization. The document is also designed to be a practical tool to assist us in achieving continual improvement of our health and safety performance.

The management system will be reviewed annually or before if there has been any significant change within Cathedral Schools Trust or Bristol Cathedral Choir School.

Health, Safety and Wellbeing performance will be reported back to Cathedral Schools Trust within an annual report.

The CST currently combines Cathedral Primary School (CPS) and Bristol Cathedral Choir School (BCCS), Victoria Park Primary School (VP), Headley Park Primary School (HP) and CST Trinity Academy.

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Introduction



Mr Stephen Parsons, MBE, LIB, FRSA
Chair of Trustees



Mr. Neil Blundell MA, Executive Principal
Cathedral Schools Trust

An Introduction by the Chair of Trustees and the Executive Principal

We are delighted to launch our management system covering the health, safety and well-being of all the people at Bristol Cathedral Choir School within Cathedral Schools Trust. Anyone who is working, studying or visiting our historic schools can be confident we have done our best to prevent harm to them.

Good practice based on knowledge and experience means that we can do challenging activities safely. We can therefore encourage innovation and experiment and well considered risk-taking.

You will read considerable useful information in this publication. It is linked to numerous other sources of information around the school. Most of these can be found on the school network. A few still remain in the quaint paper form!

Bristol Cathedral Choir School Trust

Vision Statement

Bristol Cathedral Choir School is a Church of England Academy with an ethos reflecting the Christian faith and with music and mathematics as its specialisms. It is part of a successful multi academy trust, the Cathedrals Schools Trust

It aspires to be a learning community where all achieve their full potential in a supportive and tolerant environment, so that they can contribute fully to the society in which they live.

The trust believes children should be safe, healthy and happy.

Name of policy	Health & Safety Management Policy
Author of policy	Rachel Lacey - Health & Safety Advisor Checked by DJB
Group responsible for the policy	Trustees
Date approved by Governors	
Date to be reviewed	September 2020

HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety of all staff, our pupils, contractors, visitors and members of the public is of paramount importance to Cathedral Schools Trust and therefore Bristol Cathedral Choir School. The trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees whilst at work, the pupils and of others who may be affected by our undertakings. This policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the trust, we will be committed to:

- Complying with relevant health and safety legislation and guidance and reflect excellent *education* sector working practices;
- Preventing work related injuries, incidents, ill health and disease;
- Effective communication of and consultation on health and safety matters throughout the schools within Cathedral Schools Trust;
- Assessing the risks to health, safety and welfare of our employees, pupils and others who may be affected by our activities and implementing controls to minimise those risks;
- Providing adequate and sufficient welfare facilities
- Providing and maintaining safe plant and equipment and implementing safe systems of work
- The safe use, storage, transport and handling of substances and articles;

- Recognising the importance of involving their staff in the management processes and undertake both to involve them in issues that affect their Health & Safety and providing adequate and sufficient information, instruction and supervision with regard to their responsibilities under current Health & Safety Legislation and guidance. In this way, each and every individual has a vital and specific role in maintaining the school's safety standard;
- Providing necessary resources in the form of personnel, equipment, finance and time to ensure the health and safety of our pupils, employees and others and seeking expert competent help where the necessary skills are not available within the schools;
- To continually improving the performance of health and safety management. In doing so recognise the importance of the Hazard Identification and Risk Assessment processes in the objective-setting activities and a pro-active Health & Safety management approach
- The regular setting and reviewing of health and safety objectives and targets for the school. Objectives will be set at the start of the year, to continually improve its Health & Safety Management System's effectiveness. Health & Safety Management System allows for two levels of objectives:-
 1. Development Objectives (Derived from Management Review – Set annually)
 2. Reactive Objectives (Derived from Risk Assessment Process, accident investigations, new projects, near misses, changes in processes etc. – Set as and when required)

In each instance, the health and safety objectives are recorded on an action plan document.

Progress with the completion of the nominated tasks against the target dates is reviewed on a quarterly basis by the Safety Committee, though more frequent reviews may be delegated to the Competent persons who may co-opt assistance from other members of staff or contractors as required.

Where tasks are falling behind the time-scales set at the outset, a joint decision between all the relevant Managers will be made concerning the most appropriate corrective action with regard to that specific task.

- All aspects of Bristol Cathedral Choir Schools Health & Safety Policy are subject to regular management review and all related processes and procedures are subject to on-going audit. At least an annual review and where necessary revision of this health and safety policy.
- Providing and Maintaining Safe Working Environment with Safe Access and Egress

Signature:

Date:

Name: Stephen Parsons

Position: Chair of Trustees

Signature:

Date:

Name: Neil Blundell

Position: Executive Principal

ORGANISATION AND RESPONSIBILITIES

Resources, Roles, Responsibility, Accountability & Authority

Notwithstanding the fact that all members of staff have a responsibility for their own safety and that of others who may be affected by their actions on an operational level, specific responsibilities have been assigned to certain key individuals within the Organisation for ensuring that the Management System operates effectively.

An Organisation chart is provided within the policy documents, which outlines the structure within the Organisation for the maintenance and development of the Management System and other specific responsibilities and authorities are contained within various procedures, but main system responsibilities have been assigned as follows: -

Area of responsibility	Title of group or person	Name of group chair or the person in control
<p>The whole trust and its operations. Setting the ethos and the culture in which health, safety and wellbeing are integrated.</p> <p>Has overall responsibility for ensuring that the Cathedral Schools Trust Health & Safety Plan is formulated, reviewed annually, and provided with sufficient resources in terms of financial, human, time and materials, to ensure that it can succeed.</p> <p>Annual Management Review Meetings and approves the Trusts Objectives.</p> <p>Approves the overarching Cathedral Schools Trust Health Safety and Wellbeing Policy and the specific Bristol Cathedral Choir School Health Safety and Wellbeing Policy and appoints a management representative to implement the Management System in line with the Policy.</p> <p>Ensuring that statutory, mandatory and other Health & Safety related training is identified, organised and delivered in a timely manner so as to ensure the maintenance of any necessary licensing / certification and competence of individuals.</p>	Trustees	Mr. Stephen Parsons
Day to day operations of the whole CST and ensuring that the policy is put into practice, fully implemented and consultation with employees is delegated. Statutory responsible person for e.g. asbestos, legionella, and similar roles	Executive Principal	Neil Blundell
Collective policy and decision making for the Trust	Cathedral Schools Trust Team	Neil Blundell
Collective policy and decision making for BCCS. Ensuring that the Safety Committee meet once a quarter, that an Action Plan is set at the start of the year and that the Development and Reactive Objectives are met. Ensuring that an Annual	Senior Leadership Team (SLT)	Paul Atkins and Dave Bugler

<p>Review occurs of the Health and Safety Management System. Performance is reported annually to Cathedral Schools Trust</p>		
<p>Has responsibility for identifying training needs for BCCS and for ensuring that training is sourced or provided internally to satisfy the training needs.</p> <p>Has overall responsibility with SLT for ensuring the success of the Development and Reactive Objectives, through regular review of the yearly Action Plan activities and any reactive objectives that arise throughout the year and reporting to the SLT Health Safety and Wellbeing Lead, Dave Bugler any variations from the original target dates.</p> <p>Ensuring that the Risk Assessment Process is completed on an annual basis, or more frequently where changes in the normal activities occur.</p> <p>Ensuring that any non-routine work is effectively controlled through the inspection of method statements and risk assessments where appropriate, or by other measures that are from time to time implemented.</p> <p>Has responsibility for ensuring the document and data control procedures used within BCCS are included in the safety management system and that the procedures are followed at all times.</p> <p>Has responsibility for ensuring that the records and record management system used within BCCS are included in the safety management system and that the procedures are followed at all times.</p> <p>Has responsibility for ensuring that the BCCS Health & Safety Management System is regularly audited and that any non-conformances are reviewed by senior management and the corrective action taken.</p> <p>Ensuring that the annual Risk Assessment Process is completed in a timely fashion and any issues arising are entered onto an Action Plan.</p> <p>Developing and Maintaining any Legal Registers and advising management on any changes that affect the information contained therein.</p> <p>Advising on all other relevant aspects of Health & Safety. Seek external help from a health and safety adviser when required</p>	<p>Competent Persons</p>	<p>Izzy Gibbs and Iain Hamilton</p>
<p>Managers / Heads of Department/Curriculum will be responsible for:-</p> <p>Ensuring that all staff under their control are fully aware of their requirements and responsibilities under BCCS Health & Safety Policy. Any changes</p>	<p>Head of RE/Geography/History Head of English Drama Head of Maths Head of Music,</p>	<p>PE/JPB/MB IJB NB RBW EG</p>

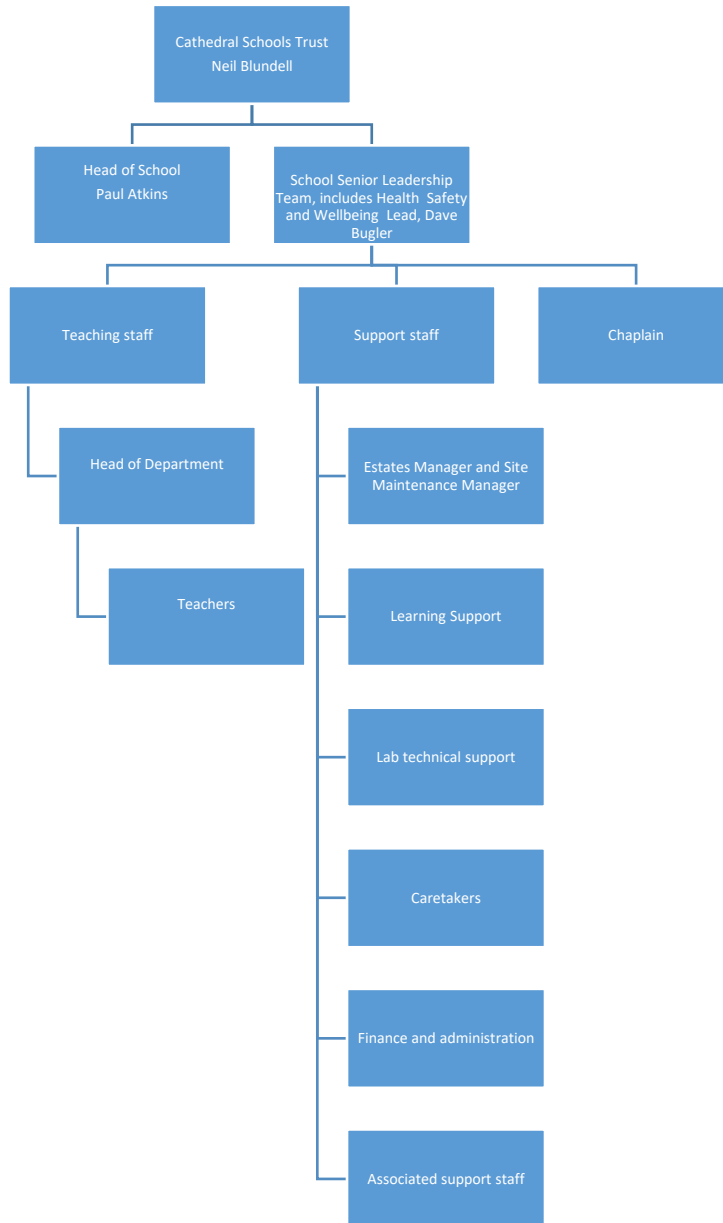
<p>to the policy or arrangements are brought to the attention of all persons under their control</p> <p>Undertaking Health & Safety Inspections, therefore ensuring that all necessary preventive and/or corrective measures are being implemented.</p> <p>Ensuring that all employees under their control are trained and competent to carry out their work in a safe manner; are fully aware of known hazards and risks to health and safety and that the necessary precautions in place.</p> <p>Ensuring that any unsafe tool or machine is removed from use or immobilised and is made safe/repared or replaced before use.</p> <p>Ensuring that any instructions given to employees take full account of the employee(s) individual capabilities and their Health & Safety.</p> <p>Any changes that may affect health and safety are brought to the attention of SLT/ Estates</p> <p>Ensuring all employees under their control are aware of the procedures to be followed in the event of fire/emergency or accident and the action to be taken.</p> <p>Ensuring that adequate supervision is provided/maintained at all times, particularly where inexperienced workers are being employed.</p> <p>Ensuring that individuals clean as they go and good housekeeping is maintained at all times.</p> <p>Ensuring that any defects concerning Health & Safety are rectified without delay, reporting any defects to Estates.</p> <p>Appraising, assessing, discussing and actioning Health & Safety matters with relevant personnel.</p> <p>Ensuring that any dangerous or potentially dangerous situations are immediately rectified or, if this is beyond their scope of responsibility, the matter is reported immediately to the Estates Manager/ Site Maintenance Manager.</p> <p>Ensuring that employees for whom they are responsible immediately report any "accident", 'illness or disease', "incident" or "near miss" occurring whilst at work to the Estates Manager. Assist investigating any accident, illness, disease, incident or near miss to property or person(s) that has been reported.</p> <p>Ensuring that their areas of responsibility are frequently examined to identify any hazards and implement remedial action as necessary.</p> <p>Ensuring that health and accident records are kept.</p>	<p>Head of Art and Design Head of Technology Head of Science Head of PE Head of Games Head of MFL Head of PHSE Head of REP Head of Sixth Form & Houses</p> <p>Estates Lettings and Events Manager (Temp) Heads of House</p>	<p>ES SN MD EW VB JKF EH PE SF /DG/MS/MG/JF SF/WD/LM/CW</p> <p>IH</p>
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<p>Ensuring that all employees under their control receive full and adequate training necessary to carry out their work safely.</p> <p>Ensuring effective liaison with all departments on the operation and development of Occupational Health Safety and Wellbeing within BCCS.</p> <p>Monitor the health safety and wellbeing performance within their section</p>		
<p>Employees' Responsibilities</p> <p>In accordance with BCCS Health & Safety Policy, all employees have an individual responsibility and duty for the following:-</p> <p>Familiarising themselves with, and conforming with, BCCS Health & Safety Policy/Management System at all times.</p> <p>Conforming to the Safety Rules and Safe Systems of Work Procedures at all times, including permit to work systems, inspection and testing etc.</p> <p>Cooperate with the Competent Persons and Management to meet the school's statutory duties and work in accordance with the Academy's procedures and policies</p> <p>Comply with all the safety instructions, information & training given, procedures and not carry out tasks that they have not been trained or authorised to do</p> <p>Demonstrate their commitment to health and safety by their behaviour and their co-operation in the investigation of incidents and accidents;</p> <p>Wearing appropriate safety or protective equipment, personal footwear or clothing and using appropriate safety devices, as specified, at all times. Use all equipment, substances and articles safely, including personal protective equipment</p> <p>Making suggestions to improve Health & Safety within the School to SLT/ Estates/ CST.</p> <p>Reporting without any delay all risks or hazards, including defects to machinery, unsafe practices, and "near miss" situations directly to their Manager, as soon as its safe to do so.</p> <p>Report without any delay any injury suffered as the result of any accident during the course of their work to their immediate supervisor or First Aider as appropriate and report any illness.</p> <p>Ensure that a good level of housekeeping at and around their workstation is maintained at all times</p>	<p>All Staff within BCCS</p>	

<p>Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions whilst at work</p>	
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<p>Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and refrain from actions (or inactivity) that could endanger themselves or others</p>	
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BCCS staff organisational chart showing line management for health, safety and wellbeing is set out below.



School Buildings and Failand Playing Fields



Health and Safety Assistance

- We will seek expert help and guidance to assist us in our undertaking, including independent audits covering all aspects of Health and Safety as appropriate. It is the intention of the Trustees/ Governors and Management that such audits will be carried out annually. We will use the audits to raise our health and safety performance.

MANAGEMENT AND LEGAL OBLIGATIONS

Consultation and Communication

Policy

Introduction

Consultation and communication is a two way process. It doesn't just mean telling employees about health and safety, it means allowing them to influence and raise concerns on safety. Effective communication and consultation can motivate workers and make them more aware of health and safety issues, resultantly the number of accidents and ill health reports can be reduced.

It is legal requirement to consult with employees on health and safety matters. They are no union safety representatives within the school, but consultation will still take place even if members of staff are not represented by a union.

Policy-Statement of Intent

The aim of this consultation and communication policy is to ensure so far as is reasonably practicable the health, safety and welfare of our employees while they are at work and to comply with all relevant safety legislation.

Employer's Responsibility

To ensure that this policy is clearly understood throughout the school and to comply with the legislation, we will:

- ensure appropriate means of communication are used;
- communicate and consult with our employees or Union Safety representatives (when applicable) to ensure they have completely understood the Schools health and safety policies, assessments and procedures;
- ensure that any elected safety representatives (when applicable) receive the necessary training and that the costs of training are met; time off is given to carry out their function and that they are invited to the safety committee;
- ensure that adequate resources are made available to fulfil the requirements of this policy;
- review at least annually this policy and when any significant changes have occurred within the school.

Procedure

To fulfil our responsibilities as outlined above, we will:

- The following in-school groups will effectively consult and communicate on matters relating to health, safety and wellbeing.

Name of group	Areas on which it will be consulted	Lead person 2018-2019	Frequency
Full Trustee Meetings	Health and Safety Matters/ Policies/ Documents approved/discussed at other Meetings and Senior Leadership Team are reported to Full Trustees for review and approval The Trustee governing body sets the ethos and safety culture for the whole school through all its operations. Sets the Action Plan for the year and Objectives for the Trust Agenda-Formal	Chair of Trustees- Stephen Parsons	5 times a year
H&S and Wellbeing Meetings with Governors	Health and Safety Policies and possible decisions on Building Maintenance and Estates are reported, discussed and approved Welfare and Wellbeing in relation to the building fabric and estate are discussed and approved Agenda-Formal	Vice Principal H&S and Wellbeing Governor M Ipinson Fleming	Termly
Staff meeting & information sessions such as the "Friday 11am notices".	This meeting allows sharing of information and updates on any issue staff feel are relevant. Agenda: Informal	Principal and Vice Principal	Weekly
SLT meetings	This meeting allows sharing of information and updates on any issue SLT feel are relevant. All meetings are recorded.	Head of School and SLT	Weekly
Principal's Blog/News letter	Sharing thoughts and information on the web. Agenda: informal	Head of School	Half termly
Health, Safety and Wellbeing committee.	Whole school issues, significant changes in any area, new matters and information from audits and monitoring, near misses, reports of ill health, stress at work, incident statistics and accidents. Key staff from all departments	David Bugler and Iain Hamilton	Termly/Quarterly

	<p>attend. Learning from other schools within the academy or new guidance from key bodies. All meetings are recorded.</p> <p>Agenda: Formal based on previous meetings and action plan generated.</p>		
Student council (SC)	<p>Matters on which the Health and Safety Lead, Dave Bugler feels their input would be valuable.</p> <p>Agenda: Formal based on the school's ideas; open to items from the floor as well. Ongoing discussions may generate items.</p>	Dave Bugler	Termly
Parent teacher association (PTA)	<p>Matters on which the Head of School feels their input would be valuable.</p> <p>Agenda: Formal prior to the meeting though items can be raised at the meeting.</p>	Chair of PTA	Termly

- where necessary and appropriate external bodies or persons will be consulted as well.
- develop health and safety promotional programmes and an action plan and objectives
- provide an employee handbook and obtain a signed Employee Handbook declaration from each member of staff
- ensure that all verbal or written communications involving safety are recorded
- if appointed, provide safety representatives (Union) with any assistance and facilities necessary and ensure that they attend the Health, Safety and Wellbeing Committee meetings.

Additional Information

- BCCS Employee Handbook Declaration Form
- Minutes for Health, Safety and Wellbeing Committee
- Minutes for Senior Leadership Team Meetings
- Minutes for PTA and SC meetings
- Consultation and Communication Guide

Guide for Consultation and Communication

This should be read in conjunction with the consultation and communication policy. It should be used as an aide memoire for compliance with the procedure.

The in-school groups will effectively communicate and consult when:

- New equipment or technology is introduced/ new structure
- Risks assessments are undertaken or reviewed
- New or amended safe systems of work
- Audits have been carried out
- Enforcement officers visits e.g. Fire Officers, Licensing, Health and Safety Executive
- There is a need for H&S training or specific equipment training
- Communication will be effective when the staff's views are taken into account and the information must be adequate.

Where necessary and appropriate external bodies or persons will be consulted as well when:

- Others or visitors may be affected by the schools activities and operations e.g. permits to work; contractors being made aware of school procedures and rules;
- emergency evacuation information being clearly available for visitors and contractors
- Communication with HSE or other enforcement bodies like Licensing or the Fire Authority

Develop health and safety promotional programmes when:

- This will be dependent on your operations and timetables, but examples might include posters, stress at work initiatives or advanced driver training for all mini bus drivers

Provide an employee handbook and obtain a signed Employee Handbook declaration from each member of staff when:

- Give a personal copy to each employee
- Ensure copies are available in finance and administration
- Place it on the schools intranet
- All to sign the employee handbook declaration form.

Ensure that all verbal or written communications involving safety are recorded:

- Retain all records for future reference and to highlight safety improvement

If appointed, provide safety representatives (Union) with any assistance and facilities necessary and ensure that they attend the Health, Safety and Wellbeing Committee meetings (H&S and Wellbeing):

- Ensure all H&S and Wellbeing meetings are recorded for future reference.
- If possible have key members of staff from each department and members of senior leadership team

- Ensure that the H&S and Wellbeing meeting is chaired by someone who has adequate authority to act on the decisions made by the committee.

Document Control

Policy

Introduction

Document control refers to the need to keep health and safety records in accordance with legislation and the requirements of your health and safety management system. You are required to hold records to provide evidence of training, competence, inspection regimes, maintenance records, licences, risk assessments, policies and procedures etc.

Our Health and Safety documentation and records are kept in the Finance and Administration Office and will be made freely accessible to contractors, visitors, members of the public and any other person(s) who may be affected by our operations.

Policy-Statement of Intent

The aim of this document control policy is to ensure so far as is reasonably practicable, the health, safety and welfare of our employees while they are work and to comply with all relevant health and safety legislation

Employer's Responsibility

To ensure that all the documents are fully understood within the school and controlled in accordance with legislation, the school will:

- appoint a named individual /competent person to maintain the system;
- ensure that adequate resources are available to maintain an effective document management system
- set up and maintain an effective document management system
- review this policy when significant changes occur or at least annually

Procedure

To achieve our responsibilities as outlined above, the school will:

- ensure all documents are identified and listed, such as training records, accident records and near miss forms, return to work forms, competence records, equipment inspection records, inspection regimes, thorough examination records, licences and health and safety policies and procedures, including risk assessments
- record and update the documents
- ensure records/documents are accessible
- retain the records for at least 3 years, unless they are health surveillance records. If the record is relating to a pupil, the record must be kept until the pupil is 18 years old.
- identify any training needs for the competent person
- ensure that the system is monitored and controlled

Additional Information

List of Documents Required/Register containing:

- training records (induction, refresher, specific, online etc.);
- accident records and near miss forms;
- return to work forms;
- competence records (e.g. driving, first aid, fire extinguishers, maintenance)
- equipment inspection records; (e.g. lifts),
- inspection regimes; (how, when and to what standard)
- major incident plan
- thorough examination records; (lifting equipment)
- licences; (e.g. mini bus drivers, premises licence for events etc.)
- and health and safety policies and procedures, including risk assessments and the Science Safety Policy and documents
- action plans and objectives

Accidents, Near Misses and Incidents

Policy

Introduction

Most accidents are avoidable with very little effort, care and attention. However each year there are still fatalities reported in the workplace, serious injuries and reports of ill health from work related conditions such as depression, stress, limb disorders and skin and respiratory conditions. When accidents occur the personal costs to the individual in pain and suffering and lost time and costs to the school in absences, cover, additional workload to others, possible recruitment and advertising would be considerable.

There is a requirement to report accidents and illnesses covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Incident Contact Centre. These include:

- Deaths and major injuries
- Over 7 day absences from work due to an accident
- Some work related diseases
- Dangerous occurrences etc.

Accidents can and will happen but with effective management systems in place the likelihood of them occurring is reduced.

Policy- Statement of Intent

The aim of this policy is to ensure that there is a clearly understood procedure for investigating and reporting incidents, near misses and accidents. To ensure that the policy will comply with legislation.

Employer's Responsibility

To ensure that any accidents, near misses or incidents are recorded and effectively investigated by the school and if appropriate will report to the Incident Contact Centre, we will:

- Appoint a responsible person who will report reportable accidents to the Incident Contact Centre
- Ensure that there is clear incident, near miss and accident, incident reporting protocol is communicated throughout the school
- Ensure they all get recorded
- Statistics are reviewed quarterly to identify trends and issues; and
- Policy is reviewed annually and altered if necessary

Procedure

To fulfil our responsibilities as outlined above, we will:

- Provide and communicate a clear reporting protocol for accidents, near misses and incidents. If they occur these are reported to the responsible person;
- Accessible accidents books are provided and staff know where they are;
- Appoint a responsible person, provide training if necessary;
- Establish which incidents are reportable;
- Investigate accidents fully to ensure a similar accident doesn't happen again, identify the cause, get witness statements, if appropriate etc.
- Ensure that staff are aware of emergency procedures in the event of a major incident occurring
- Record on the accident investigation form;
- Co-operate fully with the HSE, Fire Authority etc. if they are investigating an accident or incident;
- Ensure disciplinary action is taken if necessary if there is any breaches of policy or misconduct;
- Provide support and counselling if appropriate;
- Quarterly review accident, incident and near miss statistics to identify issues, trends and make improvements

Additional Information

Incident, Near Miss and Incident Reporting Protocol

Accident, Incident and Near Miss Investigation Form

Witness Statement Form

Major Incident Plan

Please look at the following link to identify what needs to be reported and when

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

Risk Assessment and Safe Systems of Work

Policy

Introduction

Risk assessments help us focus on what is important, what is significant within the school, as well as complying with legislation. It is nothing more than carefully considering what in our school could harm pupils, staff and visitors. You can quickly identify whether you have sufficient precautions in place to prevent harm. If you employ more than 5 people these need to be written.

You will not be able to eliminate all risks, but legally you just have to protect people so far as is reasonably practicable. Accidents and ill health can ruin lives and will dramatically affect the school in all ways, so risk assessments are an important to prevent accidents and ill health.

The safe systems of work are planned and considered method of working that takes full account of risk and hazards to staff and to others who may be affected by the work activity. The risk assessment will have identified those hazards that require priority attention. The safe systems of work will be embedded in the control part of the risk assessment.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health, safety and welfare of our employees, pupils and visitors, through the risk assessment process and complying with all relevant legislation.

Employer's Responsibility

To ensure that all activities are undertaken safely in accordance with the risk assessment process, we will:

- Ensure that suitable and sufficient risks assessments are carried out on all significant risks to the health and safety of our pupils, staff and visitors. Provide safe systems of work;
- Provide such information, training and instruction to ensure that all staff undertaking risk assessments are aware and understand the process;
- Ensure that adequate resources are available to complete the risk assessment and safe systems of work process
- Review the risk assessment and safe systems of work policy annually or when significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- Identify all activities and operations that involve significant risks
- Provide training, instruction and information to the risk assessors, to ensure that the risk assessment will be meaningful, sufficient and complete;
- Provide a detailed assessment of the identified significant risks and provide safe systems of work
- Review the risk assessments and safe systems of work at least on an annual basis and revisit the risk assessments and safe systems of work when a significant change occurs or an accident has occurred.

Additional Information

<http://www.hse.gov.uk/risk/classroom-checklist.htm> for classrooms, a simple checklist (not applicable for sports facilities, drama departments, specialist classrooms like IT, Laboratories, Design, Science classrooms etc.)

<http://www.hse.gov.uk/risk/index.htm> gives details on risk management, how and what to risk assess

Risk Assessment Example Sheet

Further Guidance

This should be read in conjunction with the Risk Assessment and Safe System of Work Policy

Procedural Steps

The text in **bold italics** is lifted from the risk assessment and safe system of work policy and the information below is intended to help compliance with the procedure.

Identify all activities and operations that involve significant risks

You will need to take a systematic look at all the different faculties, activities and operations within the school. Decide what involves significant risk. Areas to consider but not limited to:

Each Faculty, all on site activities and operations

Work Equipment and/or machinery

Maintenance

Transport and Communal Areas

Contractors/Visitors and Pupil Activities

Events and Out of Hours Activities and Trips etc.

Provide training, instruction and information to the risk assessors, to ensure that the risk assessment will be meaningful, sufficient and complete

Risk assessors have had basic training in risk assessment technique

They have a detailed understanding of what goes on in their section/faculty

Training may involve training on the on the job training in the process or activity to be assessed

Provide a detailed assessment of the identified significant risks and safe systems of work

Identify the Hazards (how people can be harmed); walk around, ask your colleagues, check accident books, near misses, incidents and ill health records, long term hazards as well as short term, check manufacturer's instructions, safety data sheets for chemicals, specialist guidance for your operation/activity E.g. Football Association guidance

Decide who might be harmed and how, e.g. passers-by, pupils, admin staff etc. Some workers require special attention

New members of staff

Young Persons (under 18s)

New and Expectant Mothers

People with special needs

Extra thought will be needed for pupils because of their age and visitors and contractors who are not so familiar with the school

Evaluate the Risks and Decide on Precautions/Safe Systems of Work

There is a hierarchy of control

Eliminate the hazard altogether, if this is not possible, then control the risks so that harm is unlikely. When controlling risks, apply the principles below:

Try a less risky option e.g. a less toxic chemical

Prevent access to the hazard e.g. fixed guard on the moving part of a machine

Organise work to reduce the hazard e.g. wet clean the floor when no one is around and provide a barrier to prevent access

Issue personal protective equipment. This is usually seen as the last report

Provide Welfare facilities

It is essential to involve staff so that it is meaningful and significant hazards are all identified

Record your findings and implement them

The risk assessment and safe systems of work need to be suitable and sufficient. It only needs to include things that are significant. Try to keep it simple.

Review the risk assessments and safe systems of work at least on an annual basis and revisit the risk assessments when a significant change occurs or an accident has occurred.

Few businesses stay the same, staff change, activities are added to the curriculum, and extra events take place, it is important to continually review the risk assessment. If there is a near miss, incident or accident, review the risk assessments then too.

Competence and Training

Policy

Introduction

All businesses should have someone that is competent in health and safety. For a person to be competent they need qualifications, experience and qualities appropriate to their duties. It can only be determined by assessing the individual against the activities being managed. It is something that only employer's can do within their own organisations.

Competency should be related to processes, jobs or functions carried out at work. Training helps people acquire the necessary skills, knowledge and attributes to make them competent in health and safety. It should include formal training, instruction to groups and individuals, supervision and on the job training.

Policy-Statement of Intent

The aim of this policy is to ensure, in relation to training and competence, so far as is reasonably practicable the health safety and welfare of pupils, staff and visitors in school.

Employer's Responsibility

To ensure that the policy is clearly understood throughout the school and that all competence and training activities are undertaken safely, we will:

- Appoint competent people to assist us with the school
- Provide all necessary training, information and instruction
- Ensure adequate resources are available
- Review this policy annually, but more often if significant changes occur.

Procedure

To fulfil our responsibilities as described above, we will:

- Assess competence at the recruitment and induction stage
- Ensure that all contractors are competent and trained in what they are doing for you within the school and they know what is expected of them whilst on site.
- Provide a systematic induction process for all staff covering health and safety arrangements, hazards and risks
- Provide training for temporary members of staff appropriate to the risks to which they are exposed

- Ensure training programmes are conducted by competent persons
- Ensure that refresher training is provided at regular intervals, when appropriate, for all staff .e.g. first aid at work training

Contractors

Policy

Introduction

Once employed, contractors have obligations to monitor and control their health and safety whilst on your premises. It is a good idea to confirm and write health and safety requirements into a contract. The school and the contractor will need to work together to ensure that the school remains safe whilst they are on site. In any Client and contractor relationship, both parties have duties under health and safety legislation.

If the contractor employs subcontractors to carry out some of the work, all parties, the school, contractor and the subcontractor will have some health and safety responsibilities. The extent of which is dependent on the circumstances.

Policy-Statement of Intent

It is the aim of the Contractor Policy to ensure so far as is reasonably practicable the health, safety and welfare of the staff, pupils, visitors and contractors whilst the contractor is working on site. The school as the Client must ensure that the contractor is competent and that their work is planned monitored and controlled, to minimise the risks to persons and to comply with all relevant legislation.

The legislation may include Construction (Design and Management) Regulations 2015 (CDM) when the work is extensive (500 person days) (more than 20 workers working at the same time at any point in the project) and for longer periods (more than 30 working days) and then the school must comply with CDM.

Employer's Responsibility

To ensure that work involving contractors is carried out safely and the policy is understood throughout the school, we will:

- Identify work or jobs that involve a contractor
- Check the competence of the contractor (including subcontractor)
- Ensure that detailed risk assessments have been undertaken by the contractor and that the school is happy with the risk assessment and their safe systems of work
- Provide information, training and instruction to the contractor
- Ensure that there is co-operation and co-ordination between the school and the contractor
- Consult with all those affected (including anyone outside the school affected by the work)

- Ensure that welfare facilities are suitable for the contractor.
- Ensure they know what to do in an emergency

Procedure

To fulfil our responsibilities as detailed above, we will

- Carry out a review to establish what work needs to involve a contractor;
- Provide an approved contractors list and that staff know that only contractors from this list can be used;
- Ensure that all contractors conduct detailed risk assessments on the work that they are going to carry out;
- Ensure permits to work are used where appropriate;
- Contractor to look at the asbestos register if appropriate and sign in at reception and shown emergency procedures
- Provide site induction to all contractors, appropriate to the work being undertaken;
- Agree with the contractor prior to work commencing, how the work will be completed, what equipment will be used and what facilities will be available for staff.
- Have regular meetings with the contractor if the work is over one day
- Review contractor performance

Additional Information

Approved Contractor List

Site induction Form

Signing In Sheet at Reception. Assembly points/Evacuation Points

Meeting Record Form

Permit to Work Example for hot work and roof work

CDM Regulations <http://www.hse.gov.uk/construction/index.htm>

Further Guidance

This should be read in conjunction with the Contractors Policy

Procedural Steps

The text in **bold italics** is lifted from the procedure and is to help explain the procedure for meeting and complying with the Contractors Policy. Not all the procedure has been documented below, because it is self-explanatory.

- ***Provide an approved contractors list and that staff know that only contractors from this list can be used.***

Before employing anyone ensure that they go through a vetting/ approval process. It is recommended that the approval process is recorded. Ensure that contractors that have been used previously and where issues with health and safety were highlighted, that careful consideration is given to using them again

- ***Ensure that all contractors conduct detailed risk assessments on the work that they are going to carry out.***

These must be comprehensive and detailed and should usually be completed by the contractor. If this is not practical then the assessment can be made by the school in conjunction with the contractor and agree safe systems of work.

- ***Ensure permits to work are used where appropriate.***
If hot work (e.g. welding), confined spaces or roof work is to be performed then the contractor must provide a permit to work and it should be monitored carefully
- ***Provide site induction to all contractors, appropriate to the work being undertaken and get them to look at the asbestos register if appropriate;***
If the contractor has been to site before, then provide refresher training, but look at the asbestos register again.
- ***Agree with the contractor prior to work commencing, how the work will be completed, what equipment will be used and what facilities will be available for staff.***

It is recommended that this is in writing

- ***Have regular meetings with the contractor if the work is over one day***

It is recommended that any meetings are recorded. The contractor should tell you if there is any particular risks from their operations, relevant safety rules and procedures, including how to deal with an emergency.

If the work is covered by the Construction (Design and Management) Regulations 2015 and is a notifiable project (more than 30 days or 500 man days of construction work, 20 people working at any one time on the project) you would liaise with the CDM Co-ordinator. The co-ordinator would be employed by the construction company.

- ***Review Contractor Performance***

It is essential to review the standard of their work, did they do what you wanted and provide feedback.

Emergency Procedures

Policy

Introduction

This is an event where a rapid or variable response is needed to minimise losses. This could include flooding, violent incident, chemical spills, explosions etc. Fire is an emergency, but it is not covered here because it is covered by the fire risk assessments.

The major incident plan, safe inside procedures, emergency planning and risk assessments are used to try and eliminate emergencies. This will not always happen though because unexpected or extreme incidents sometimes happen, but it is important to be prepared and staff know what is expected and what to do in an emergency.

Policy-Statement of Intention

The aim of this policy is to ensure so far as is reasonably practicable, the health, safety and welfare of all pupils, employees and visitors in an emergency and to comply with relevant health and safety legislation

Employer's Responsibility

To ensure that the risks in an emergency are known, action is taken and safe systems of work are clearly understood throughout the school, we shall:

- Identify all potential emergencies
- Assess the impact of an emergency and provide risk assessments
- Avoid these situations by good working practices
- Decide on actions needed to respond to an emergency
- Establish a major incident plan
- Ensure key staff noted in the major incident plan, are competent to deal with an emergency
- Provide employees with sufficient training, information and instruction in an emergency, particularly how they will communicate
- Ensure adequate resources are available
- Review the policy at least annually or when significant changes occur or a major incident has occurred.

Procedure

To fulfil our responsibilities with regards this policy, we shall:

- Identify all emergency situations relevant to the school
- Complete a detailed risk assessment of each emergency to decide how to avoid it, if not the likely impact if it occurs
- Develop a major incident plan
- Train key staff, identified in the major incident plan and decide how they will communicate
- Inform staff about this policy, fire and the other relevant risk assessments and the major incident plan.

Further Guidance

Procedural Steps

The text in bold italics is lifted directly from the Emergency Procedures Policy and it should be used to add compliance.

Identify all emergency situations relevant to the school

Generally these are low likelihood, severe consequence scenarios and it is vital for plan for them.

Pandemics, local or national epidemics need to be planned for.

Consideration should be given to failure to any services and how that will impact the school e.g. water supply

Others can develop without warning, such as chemical spillage, flooding, gas leak, security or other threats, these also need to be considered

Complete a detailed risk assessment of each emergency to decide how to avoid it, if not the likely impact if it occurs

Firstly **identify the hazards** and consider the impact on the school, staff, pupils, surrounding area and others. Consider what has happened in the past, ask employees, walk around, what is the current level of threat from World Health Organisation, Environment Agency, Government, Public Health England and think of long term implications as well as short term.

Secondly **decide who might be harmed and how** e.g. by asphyxiation, fire etc.

Who might be?

- Pupils and staff directly exposed
- Visitors, maintenance and cleaning staff who aren't in school all the time
- Members of the public walking/cycling/driving through the school
- Local Residents
- Local Businesses, Central Library and Bristol Cathedral
- Cathedral Primary School (CPS) because you share playgrounds, the Cresswell and Sixth formers use a classroom in CPS
- Event that is taking place in the school

Thirdly **evaluate the risks and decide on controls**

Legally you have to do everything reasonably practicable to prevent people from harm. Simple precautions can prevent most emergency situations.

There is a hierarchy of control, if you can avoid the emergency situation altogether, if not then the only option is to control the risks so that harm is unlikely by:

Try a less risky option, e.g., subcontract high risk activities to specialists, use less toxic chemicals, less flammable products etc.

Organise the school and work patterns to minimise the impact of an emergency

Issue Personal Protective Equipment (PPE) such as gloves, ear defenders

Provide welfare facilities such as first aid and washing facilities to deal with contamination

Lastly **record the findings and implement the controls**, try to keep it as simple as possible e.g. electrical system failure-generator is available. Consider long term and short term controls

Develop a major incident plan

This should be done with key staff and staff who have extensive knowledge of how the school runs, normal and extra-ordinary days.

Train key staff, identified in the major incident plan

This is vital so that the key staff are competent in an emergency, they know what is expected of them, who will lead and what to do, how to communicate.

Training may also be needed on post-emergency and business recovery process, including business continuity planning

Inform staff and others about this policy, fire and the other relevant risk assessments and the major incident plan.

Other staff need to know that if an emergency happens there is a plan, not to panic, the school knows what it is doing and what is expected of them.

Training may also include use of spillage kits, communication equipment. e.g. science have spillage kits, how to use walkie talkies, radios, use of screens

Training may also need to include local residents or emergency services.

SIGNS

Policy

Introduction

Signs and symbols are useful to highlight that hazards are present nearby, but they should not be relied upon. Often people ignore them or don't even see them. Therefore signs should not be the only protection against something going wrong.

There are four basic categories of Safety Signs.

Prohibition signs are red in colour and ask people to cease doing something. Symbolises Stop e.g. Universal stop sign, red with a white bar running through it.

Warning Signs are yellow in colour and give notice or warning of something that can cause harm e.g. an irritant hazard sign on a chemical bottle. Symbolises Caution. Usually a triangle outlined in black and the text is black.

Mandatory signs are blue in colour and highlights a course of action that is absolutely required e.g. ear defenders must be worn. Symbolises that you must do something.

Safe condition signs are green in colour and highlights information about safe conditions. e.g. a fire exit sign. Predominantly square or rectangular signs that are green with white symbols or writing.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors in relation to signs and symbols and to comply with all relevant health and safety legislation

Employer's Responsibility

To ensure that this policy is clearly understood the school will:

- Complete detailed risk assessments which will consider safety signs and symbols
- Display mandatory notices
- Ensure other suitable and sufficient signs are displayed in conspicuous places
- Provide staff with information, instruction and training
- Maintain the signage
- Ensure that adequate resources are available

- Review the policy at least annually and when necessary

Procedure

To fulfil our responsibilities, the school will:

- Ensure that all the risk assessments have identified when symbols and signs are required
- Ensure it is displayed in conspicuous places and regularly check it is still there and replace when necessary
- Provide training and information and instruction to staff so that they are aware of the differences between the signs and which ones are obligatory.

Further Guidance

It is mainly self-explanatory but please see <http://www.hse.gov.uk/toolbox/managing/signs.htm> for further information and the legislation on signs and symbols.

Landlord and Tenant Responsibilities

Policy

Introduction

Parsonage, Rectory and Cresswell buildings are owned by BCCS but the rest of the buildings are owned by different landlords. The school however has a full repairing and insuring lease so the responsibilities for ensuring asbestos is managed, gas equipment is serviced, buildings are maintained etc. falls to the school. The costs of all maintenance, repair and insurance are borne by the school. Common parts are also the safety responsibility of the school.

The school lets out rooms to the Church, Bristol Plays Music, International School and other businesses but these are short lettings of facilities and not contractual.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable that the school complies with the relevant safety legislation:

Employer's Responsibility

To ensure that the premises provide safe environment for all staff, pupils and visitors (including lettings), the school will:

- Maintain the property in a safe state
- Complete an asbestos management plan
- Maintain water hygiene
- Comply with the Gas Installation and Use Regulations
- Carry out a fire risk assessment and implement a fire management plan
- Ensure that the electrical system and any electrical appliances are safe
- Ensure lifts are subject to thorough examination
- Ensure that equipment is safe to use and fully guarded
- Provide adequate resources to fulfil the requirements of this policy
- Review this policy annually or when any significant changes occur

Procedure

To fulfil our responsibilities, the school will:

- Carry out regular audits and checks on the buildings and make any necessary repairs
- Employ competent Estates Manager and Site Maintenance Manager to ensure that building maintenance is carried out and managed
- Maintain an asbestos register and any construction work or maintenance work is controlled by the Estates and Site Maintenance Manager.
- A competent contractor is employed to manage water hygiene services
- All the gas equipment is maintained in good order and annual gas safety checks are completed by gas safe engineers
- A competent contractor carries out a periodic check on the electrical installation every 5 years
- A competent contractor to service and carry out thorough examinations of lifts
- A competent contractor to service equipment and ensure it is fully guarded and suitable for use
- Ensure that the fire risk assessment is undertaken and controls take place
- All portable electrical appliances are examined and maintained by the Site Maintenance Manager

Auditing/Monitoring and Safety Committee

Policy

Introduction

It is the schools intention to check that the systems that have been put in place to ensure wellbeing, health and safety are actually working and continue to work. The school strives to make improvements in all areas and wellbeing and health and safety is just one of those areas. Auditing/monitoring and holding regular safety meetings will ensure that a health and safety culture is maintained.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable that the health and safety and wellbeing of pupils, staff and visitors and to comply with the relevant safety legislation.

Employer's Responsibility

To comply with the relevant legislation and to ensure that this policy is clearly understood, the school will:

- Check compliance against the yearly action plan and objectives
- Conduct regular audits of safety systems, health and safety management, buildings and grounds
- Analyse staff ill health, absences, staff turnover and accident statistics, reactive monitoring
- Hold regular safety meetings and ensure that safety is on the agenda at Trustee meetings, senior leadership team and staff meetings
- Employ an adviser to help monitor and review safety systems, documents, buildings and grounds
- Effectively communicate and consult with all staff on all health and safety matters affecting them
- Review health, safety and wellbeing performance for the year and report levels to CST

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Review the yearly action plan and objectives, have targets been met
- Audit all systems at least annually or when there is a significant change and more often if there is a statutory requirement to do so e.g. passenger lift to be inspected 6 monthly. Carry out workplace inspections and review health and safety management and systems.
- Absences, ill health, absences and accidents are monitored, analysed and reported to trustees meetings
- Hold quarterly specific health and safety meetings and ensure that health and safety is on the agenda for other meetings. All such meetings will be recorded.
- Ensure that an adviser is employed to monitor and review systems
- Provide information, training and instruction to staff on health and safety matters.
- Review health, safety and wellbeing performance
- Annual health and safety and wellbeing performance reported to Cathedral Schools Trust

PEOPLE

Driving at Work

Policy

Introduction

Although driving and road use is limited for most school staff (during their normal working day), it is significant for those staff that drive the mini buses and the car parks are located in the middle of College Square. It's estimated that up to a third of all road traffic accidents occur when someone is at work. Managing workplace transport and road safety can therefore greatly reduce the number of accidents that result in:

Absences from work due to injury
A reduction in vehicle repairs
Reduced running costs

Policy- Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health safety and welfare of staff in relation to driving and work and to ensure that the school complies with relevant legislation

Employer's Responsibility

To ensure that driving at work is undertaken safely and that the policy is clearly understood, the school will:

- Identify all driving at work situations
- Seek alternatives to driving, where possible
- Risk assess and reduce unavoidable risks
- Ensure employees are competent to drive the mini buses and school coaches
- All drivers of the mini buses need to undergo regular health examinations by a GP before driving the mini bus, then a year later and thereafter 5 yearly.
- Provide employees with adequate information, instruction and training. Ensure children wear seat belts.
- Monitor driving
- Ensure that the vehicles are maintained in good order and have the correct equipment. All vehicles are insured for business use. Complete mini bus checklist before every journey.

- Ensure that adequate resources are made available to fulfil this policy
- Review this policy at least annually or sooner if significant changes occur

Procedure

To fulfil our responsibilities, the school will:

- Identify all driving at work situations taken by staff
- Minimise driving at work, by seeking alternatives
- If the risk cannot be avoided , complete a detailed risk assessment
- Develop safe systems of work
- Select competent drivers for the vehicles of mini buses and contractors driving school coaches. Drivers complete the competency course. Ensure that you have sufficient drivers to cover absences
- All drivers of the mini buses need to undergo a health examinations by a GP before driving the mini bus, a year later and thereafter 5 yearly. After a period of prolonged illness and considered if they have an accident.
- Provide employees with sufficient information, training and instruction on driving at work. Ensure that all children wear seat belts
- Service and maintain vehicles in accordance with manufacturer's instructions. All mini buses should be fitted with a fuel cut off switch to cut the fuel supply in a collision.
- Ensure all vehicles are covered by business use insurance
- All the minibuses to carry a first aid kit and a serviced fire extinguisher
- Ensure staff report medical conditions that might affect their driving and ensure appropriate health checks are carried out on staff
- Periodically check drivers licences
- Review driving related accidents
- Check that the mini bus checklist has been completed for every journey

Further Information

School Vehicle Checklist
School Driver Form

Information on managing road safety can be found at
<http://www.hse.gov.uk/workplacetransport/drivingforwork.htm>

Further Guidance

This should be read in conjunction with the driving at work policy

Procedural Steps

- The text in ***bold italics*** is the steps taken directly from the driving at work policy and should be used to ensure compliance
- ***Identify all driving at work situations taken by staff***

People to consider are:

Site Maintenance Manager

Estates Manager

Caretakers

Mini Bus Drivers, teachers doing home visits etc.

- ***Minimise driving at work, by seeking alternatives***

E.g. Using contractors

Public Transport

- ***If the risk cannot be avoided , complete a detailed risk assessment***

List the hazards, consider:

The Employees - medically fit, trained, licenced, age

The Journey-roads, weather, times and distances, fatigue breaks

The Vehicle - Type, use, load type and capacity

Decide who might be harmed and how

Consider:

Others affected by your activities e.g. pupils, members of the public

Staff with disabilities or New or Expectant Mothers

Evaluate the Risks

If the hazard cannot be avoid, assess how you can control it to the lowest possible level e.g. travel off peak, regular breaks, advanced driver training, carry out visual checks of instruments and systems before use.

P - petrol or diesel

O – oil

W - water

E - electrics

R - rubber

Record the Findings and Review the Risk Assessment Regularly

- ***Develop safe systems of work***

Again consider the journey, the member of staff and the vehicle

- ***Select competent drivers for the vehicles***

Appropriate licence for the mini bus

Dependent on the weight of the vehicle

Monitor driving standards, attend the course

- ***Provide employees with sufficient information, training and instruction on driving at work***

Assess the drivers to ensure they are competent and confident to drive the mini bus.

Consider refresher training if the member of staff has had an accident

- ***Service and maintain vehicles in accordance with manufacturer's instructions***

This is self-explanatory

- ***Ensure staff report medical conditions that might affect their driving and ensure appropriate health checks are carried out on staff***

Employees must know that they should let the school know if there is any change in their health that could affect their driving

Reiterate the importance of health checks and the need for regular monitoring

- ***Periodically check drivers licences***

Request copies of mini bus driver, drivers' licences at least 6 monthly to check for changes, endorsements or health conditions

- ***Review driving related accidents***

Review this when other accidents are analysed

Young Persons/Work Experience

Policy

Introduction

A young person is someone between the ages of 16 and 18 who may be employed by the school. By the very nature of their age they will be considered more at risk from harm, because of lack of knowledge, behaviour and the possibility of horseplay.

The school has a programme where pupils are sent for work experience in other businesses and organisations, again by the nature of their age are considered more at risk from harm because of behaviour, lack of knowledge and possibility of horseplay

Policy-Statement of Intent

It is the aim of the policy to ensure the health safety and welfare of young persons employed by the school and pupils sent for work experience so far as is reasonably practicable and to comply with all the relevant legislation

Employer's Responsibility

To ensure that when young persons are employed and when pupils are sent for work experience that their work is undertaken safely and clearly understood, the school will

- Dedicated member of staff leads on work experience pupils
- Carry out young person and work experience risk assessments
- Where possible, reduce unavoidable risks and devise safe systems of work
- Ensure the young person and pupil on work experience has been given sufficient training, information and instruction and will be supervised
- Monitor their work and the work experience placement
- Ensure that adequate resources are available to fulfil the requirements of this policy
- Review the policy at least annually or when there are any significant changes

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Ensure that the work experience member of staff is sufficiently trained and has sufficient resources to do the job effectively

- Have Screen the work experience placements and decide on businesses that are appropriate
- Complete a written young person risk assessment (using the form below) with activities set out that are prohibited that are considered too high a risk
- Complete a written work experience risk assessment (using the form below) with activities set out that are prohibited that are considered too high a risk
- Develop safe systems of work for young persons and work experience pupils
- Provide the pupil, parent and young person with a copy of the risk assessment and provide sufficient information, training and instruction.
- Monitor and review their work to ensure it is performed safely.

Additional Information

Young Person Risk Assessment Form

Example of a Young Person Risk Assessment

Work Experience Risk Assessment Form

Temporary Staff

Policy

Introduction

A supply teacher or temporary member of staff will be considered more at risk from harm, because of their lack of knowledge and unfamiliarity with the school. It is therefore really important to consider their health and safety and welfare and should be considered in the same way as a permanent member of staff

Policy- Statement of Intent

It is the aim of the policy to ensure the health safety and welfare of all persons employed by the school, so far as is reasonably practicable and to comply with all the relevant legislation

Employer's Responsibility

To ensure that temporary staffs' work is undertaken safely and that safe systems of work are clearly understood, the school will

- Complete a risk assessment that considers temporary staff
- Where possible, reduce unavoidable risks and devise safe systems of work
- Ensure the temporary member of staff has been given sufficient training, information and instruction during standard operations and during an emergency and ensure that they will be supervised
- Monitor their work
- Ensure that adequate resources are available to fulfil the requirements of this policy
- Review the policy at least annually or when there are any significant changes.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Where possible use the same agency, same supply member of staff. Their competence is known and their level of training is obtained before starting work;
- The risk assessment and safe systems of work for temporary members of staff should be followed;

- Provide temporary member of staff with sufficient information, training and instruction, to enable them to perform their work safely and what to do in an emergency;
- Monitor and review their work with them
- Periodically check incidents and look for trends and ensure that incidents are recorded

Lone Working

Policy

Introduction

Lone Workers are defined as workers who undertake work by themselves, without close or direct supervision, on behalf of an organisation.

There is no law against lone working many self- employed people do. Although the school is well populated there will be times when employees are lone working, for example the caretaking staff, therefore it needs to be considered. The school needs to assess the risks to anyone lone working.

Policy- Statement of Intent

It is the aim of this policy to ensure so far as is reasonably practicable, the health, safety and welfare of any lone working employees whilst at work and to comply with all the relevant legislation.

Employer's Responsibility

To ensure that all lone working activities are undertaken safely and that safe systems of work are clearly understood throughout, the school will:

- Identify lone working activities
- Avoid lone working activities if possible
- Complete risk assessments and reduce unavoidable risks
- Provide all employees with adequate information, instruction and training to enable them to perform their work safely
- Ensure that resources are available to fulfil the responsibilities of this policy
- Review this policy annually or when significant changes occur

Procedure

To fulfil our responsibilities as above, the school will:

- Identify all lone working activities undertaken by staff. Managers to identify lone working

- Avoid lone working activities if possible, where employees risk injury e.g. working at height
- Complete risk assessments for those activities, if the risk are unavoidable
- Develop safe systems of work
- Provide all employees with adequate information, instruction and training to enable them to perform their work safely and how to avoid risks
- Ensure appropriate health checks are performed and ask staff to let the school know if there are any changes in their health.
- Periodically check accidents and look for trends in association with lone working

Further Guidance

This should be read in conjunction with the lone working policy

Procedural Steps

The text in ***bold italics*** is lifted directly from the policy and should be used to achieve compliance

- ***Identify all lone working activities undertaken by staff. Managers to identify lone working***
Many scenarios namely, managers of each section, head of house should be able to identify them:

Separate buildings

Outside normal hours

Working late

Head teacher etc. travelling to meetings off site

Working separate from others

- ***Avoid lone working activities if possible, where employees risk injury e.g. working at height***

This should always be the first choice, if possible i.e. work in pairs

- ***Complete risk assessments for those activities, if the risk are unavoidable***

Always adopt the hierarchy of control, if possible in the following order:

Try a safer option first e.g. arrange the meeting in a public place

Organise work to reduce exposure to the hazard e.g. restricting activities, no working with dangerous equipment, and no work at height

Issue PPE e.g. hi Vis vests

Provide and ensure welfare facilities e.g. first aid

The options do not need to cost money, a simple signing and out book is an example of a low cost precaution.

Consider long term and short term controls

- ***Develop safe systems of work***

A safe system of work for lone working is one where the individuals have back up and signing in and out systems so their whereabouts and state of health is known and they are monitored frequently.

Examples could include:

Using walkie talkies

Phoning at regular intervals

Providing first aid kits

Manager having access to their diary/calendar

- ***Provide all employees with adequate information, instruction and training to enable them to perform their work safely and how to avoid risks***

Make available the risk assessments and safe systems of work and ensure that the member of staff understands them.

Training may involve outside organisations on self-defence, de-escalation techniques, panic alarms

- ***Ensure appropriate health checks are performed and ask staff to let the school know if there are any changes in their health.***

Reiterate the importance of health checks and that staff are trained to report any changes in their health

- ***Periodically check accidents and look for trends / association with lone working***

Review all the forms, investigations and near misses

New and Expectant Mothers

Policy

Introduction

A member of staff is considered a new or expectant mother if she is

Pregnant

Within the last 6 months given birth (living or stillborn)

Breastfeeding

All employer's must protect the health, safety and welfare of staff and this includes new and expectant mothers

Policy-Statement of Intent

It is the aim of the policy, to ensure the health safety and welfare of our new and expectant mothers employed by the school, so far as is reasonably practicable and to comply with all the relevant legislation

Employer's Responsibility

To ensure that safe systems of work are clearly understood throughout the school in relation to new and expectant mothers, the school will

- Complete a risk assessment for new and expectant mothers using the new and expectant mothers form
- Where possible, reduce unavoidable risks and devise safe systems of work
- Ensure that the new and expectant mother has been given sufficient training, information and instruction, to be able to perform their work safely
- Ensure that adequate resources are available to fulfil the requirements of this policy
- Review the policy at least annually or when there are any significant changes.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Identify all work activities that can affect the health and safety and welfare of a new and expectant mother, or her child
- Manager to complete a written detailed risk assessment with the new and expectant mother, both agree and sign the assessment

- Carry out a detailed risk assessment with the new and expectant mother at least every 3 months or if there are any significant changes. Again manager and employee to sign the assessment
- Provide adequate information, instruction and training during the pregnancy and/ or breast feeding period, to ensure health and safety
- Ask the employee to let their manager/ school know of any medical conditions/ changes in health or changes to the status of the pregnancy

Additional Information

New and Expectant Mothers Risk Assessment Form

New and Expectant Mothers Risk Assessment Example

Further guidance can be obtained from <http://www.hse.gov.uk/mothers/>

Violence and Aggression

Policy

Introduction

The school is fully committed to introducing measures, to combat violence to its employees. The school will give full support to any member of staff who report that they have suffered from physical or verbal abuse.

Work related aggression and violence is defined as 'Any incident where someone is abused, threatened or assaulted in circumstances relating to their work,' unfortunately it is common in places where there is interaction with the public, such as schools.

It is important to deal with cases of violence and aggression quickly otherwise staff morale will be affected and it can cause stress. Making it difficult to recruit and retain staff.

Policy-Statement of Intent

It is the aim of this policy, to ensure the health and safety and welfare of staff and other pupils in relation to violence and aggression and to comply with the relevant legislation.

Employer's Responsibility

To ensure that all activities are undertaken safely and that safe systems of work are clearly understood throughout, the school will:

- Identify all tasks where there is possibility of aggression or violence
- Avoid high risk tasks, if practicable
- Risk assess violence and aggression within the school and reduce unavoidable risks
- Provide staff with adequate training, instruction and information on violence and aggression. This will include who to report violent incidents and who will investigate them
- All reports of violence or aggression must be investigated and action taken to prevent a re-occurrence
- Review this policy yearly and if any significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Identify activities where there are potential risks of aggression or violence
- Complete risk assessments in relation to violence and aggression
- Develop safe systems of work and preventative measures.

These measures could be:

- Never intervening in pupils fighting, without assistance from another member of staff
 - Not to conduct one to one contact with an irate parent
 - Staff not make lone visits to properties where there is a risk of violence
 - All staff to get home safely if working late
 - Training in de-escalation techniques
 - Install alarms in high risk locations
 - Long term and short term measures should be considered etc.
-
- Inform staff how potential risks of violence and aggression can be avoided
 - Provide sufficient training, information and instruction on violence and aggression
 - Ensure staff report any potential changes in health, that could affect how they perform their tasks
 - Investigate all reports thoroughly. Look at resulting injuries if any, the assailant, the employee, the interaction, the environment and the outcome. Consult with staff and decide on how to prevent a similar incident.
 - Periodically review accidents, incidents and near misses

Alcohol, Drugs and Substance Misuse

Policy

Introduction

Alcohol, substances and drugs can seriously impair performance, safety and interpersonal work relations.

There are no precise figures on alcohol, drugs and substances causing accidents in the workplace, but it is known to affect judgement and physical coordination and therefore needs to be considered by the school

Policy- Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff, pupils and others, in relation to drugs, alcohol and other substance misuse and to comply with all the relevant legislation

Employer's Responsibility

To ensure that drugs, alcohol and substance misuse is managed in the school and that the policy is clearly understood throughout the school and with parents and pupils, the school will:

- Communicate the strategy on alcohol, drugs and substance misuse to pupils, staff and parents. None should be brought onto school premises and there will be serious consequences if any is found.
- Train managers to identify staff, visitors and pupils they suspect to be misusing alcohol, drugs etc.
- Develop a system for dealing with drug, substance and alcohol issues
- Provide adequate training, instruction and training on alcohol, substances and substance misuse
- Ensure that adequate resources are available to fulfil this policy
- Review this policy yearly or if there are any significant changes

Procedure

To fulfil the responsibilities as outlined above, the school will:

- Make our drug, alcohol and substance misuse policy widely known amongst the parents, pupils and staff

- Deliver appropriate training to staff, parents and pupils on drugs, alcohol and substance misuse
- Ensure detailed investigation are carried out of any cases involving alcohol, drugs and substances
- Periodically assess accidents, incidents and check that alcohol, drugs or misuse was not a contributing factor.

First Aid

Policy

Introduction

The school recognises its responsibility to provide first aid for pupils, staff and visitors and will ensure that there is access to first aiders, at all times during the working day. Appropriate training for first aiders or appointed persons will be provided, along with appropriate first aid equipment, defibrillators (main site and Failand playing fields) and a first aid room (main site).

Policy-Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, that suitable first aid arrangements are established and communicated to staff and to comply with all relevant legislation

Employer's Responsibility

To ensure that first aid is adequately provided if a pupil, a visitor or an employee suddenly becomes ill, injured or if emergency services need to be called and that the first aid arrangements are effectively communicated throughout the, the school will:

- Evaluate the level of first aid provision and ensure that paediatric first aid provision is available for pupils.
- Provide adequate equipment and facilities for all school activities
- Provide appropriate training for first aid
- Ensure that all incidents are logged and any witness accounts
- Ensure that reportable incidents are reported to the Estates Manager and that the Estates Manager reports the incident to the Incident Contact Centre as soon as possible.
- Ensure that adequate resources are available to fulfil this policy
- Review this policy yearly or if there are any significant changes

Procedure

To fulfil the responsibilities as outlined above, the school will:

- Carry out a first aid needs risk assessment, taking into account visitors, pupils, events, lone working, pupils with special needs, contractors, staff and staff with specific first aid needs e.g. people with allergies

- Provide first aid personnel, equipment and facilities as required in all areas of the school and during educational trips.
- Communicate details of first aid provision to staff and visitors. Ensure staff are told on induction and keep up-to-date lists of trained first aiders and post them in conspicuous places
- Maintain the first aid room, first aid boxes, defibrillators and other equipment
- Make our drug, alcohol and substance misuse policy widely known amongst the parents, pupils and staff

Further Information

Monthly First Aid Provision Inspection Form (for first aid rooms and other facilities)

<http://www.hse.gov.uk/firstaid/needs-assessment.htm> for what is required in a first aid needs assessment

Stress at Work

Policy

Introduction

Stress is known to be a major cause of ill health and in some cases it can exhibit itself in the form of heart disease and other physical symptoms. Stress can cause long periods of ill health and absences, which then have a bearing on other staff and recruitment and retention.

Legally the school must assess whether stress is an issue within its organisation and take reasonable steps to alleviate stress at work. The school is fully committed to taking measures to combat stress.

Policy-Statement of Intent

It is the aim of this policy to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff in relation to stress and to comply with all relevant legislation.

Employer's Responsibility

To ensure that all activities are undertaken safely and that safe systems of work in relation to stress are understood throughout the school, the school will

- Identify areas of stress by conducting staff wellbeing surveys, look at absences from work, return to work interviews, look at staff turnover, discuss stress at health and safety meetings
- Complete a stress at work risk assessment, working through at the six known stressors; support; change; demands; relationships, role and control
- Provide a wellbeing group to tackle stress at work and come up with real solutions. Work with other organisations to alleviate stress e.g. Bristol University
- Develop safe systems of work and practical ways of combating stress
- Provide adequate training information and instruction to staff, to enable them to perform their work safely
- Inform all employees where there is a risk of stress and how these situations can be managed or avoided
- Review this policy on an annual basis or when there is a significant change

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Identify all workplace operations and activities undertaken by employees where there are potential risks for stress at work. Has there been high levels of absences, look at return to work interviews, staff exhibiting signs of stress, analyse the staff wellbeing survey, look at staff turnover, ill health records and what has been discussed at meetings
- Complete a detailed risk assessment for stress at work covering the six management standards, role, support, change, demands, relationships and control
- Develop safe systems of work and ways to make the staff feel valued and supported
- Inform the staff of potential risks and how to avoid or manage them
- Provide sufficient information, instruction and training on stress at work
- Ensure appropriate health checks on staff and ensure that staff bring to the attention of their managers any changes in their own medical conditions
- Periodically assess accident and incident to ensure that stress is not a contributing factor.

Further Information

Return to Work Interview Forms

Wellbeing Staff Survey

Real Solutions Real People

Please see this link on <http://www.hse.gov.uk/stress/standards/index.htm>

Safeguarding/Security

Policy

Introduction

It is absolutely crucial to the welfare and safety of the pupils, staff and trustees that safeguarding and security within the school is considered. The school is unusual in that members of the public, vehicles and cyclists at certain times of the day can freely access College Square, which is the central part of the school. Pupils and teachers cross the square at breaks and in-between lessons. Some games lessons are held off site at Failand Playing Fields and different venues. Some music lettings are held during the school day, but other lettings are held out of normal school hours.

Policy-Statement of Intent

It is the aim of this policy to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff, pupils and visitors in relation to safeguarding/security and to comply with all relevant legislation.

Employer's Responsibility

To ensure that all activities are undertaken safely and that safe systems of work in relation to safeguarding and security are understood throughout the school, the school will

- Identify areas all tasks and situation whereby security and safeguarding may be an issue
- Complete safeguarding and security risk assessment for all school activities, on site and off site, during events, lettings and after school activities. It should also consider pupils and staff with special needs
- Develop safe systems of work for staff, visitors and pupils, including safe inside procedures and safe evacuation procedures
- Develop a major incident plan.
- Ensure safe recruitment of staff and volunteers. All visitors to the school will either be Disclosure and Barring Service (DBS) checked if working alone, or accompanied if not. Develop signing in and out procedures.
- Provide adequate training information and instruction to staff, parents and pupils, to enable them to understand safeguarding procedures and how to perform their tasks safely
- Inform all employees where there are safeguarding risks and how these situations can be managed or avoided and what to do when things go wrong.

Staff not to put themselves in vulnerable positions. Who and Where to report safeguarding incidents. Have a safeguarding register. Ensure staff know who the designated Child Protection Officers are

- Encouraging staff and pupils to share their safeguarding concerns
- Support for children who have been abused.
- Review this policy on an annual basis or when there is a significant change

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Identify all workplace operations and activities undertaken by employees and pupils where there are potential safeguarding and security risks
- Complete a detailed risk assessment for safeguarding and security cover for normal school activities and out of school activities, on and off site. Consider vulnerable pupils and staff
- Develop safe systems of work for staff, pupils and visitors including safe inside procedures and safe evacuations
- Follow the major incident plan for all security and safeguarding scenarios, major chemical spillage, emergency services request, fire, dangerous member of the public in the square, pupil acting dangerously etc.
- Inform the staff of potential safeguarding and security risks and how to avoid or manage them. Ensure staff and visitors do not put themselves in vulnerable positions.
- Provide sufficient information, instruction and training on safeguarding and security within school. Including training on Sims and other related policies such anti-bullying, pupil behaviour, drugs, alcohol and substance misuse policy and the Safe Inside Crisis Management Policy.
- Ensure safe recruitment of staff and volunteers by applying DBS and other safe methods during recruitment. Ensure all regular contractors, who will be working alone are DBS checked, otherwise all visitors are accompanied. During school hours all visitors to sign in and out at reception. Out of hours a white board is used to sign in and out.
- Ensure appropriate health checks on staff and ensure that staff bring to the attention of their managers any changes in their own medical conditions
- Investigate all safeguarding incidents and amend the risk assessment, safe systems of work if necessary

- Ensure pupils, staff and visitors are aware what to do, who to report safeguarding concerns and encouraged to report safeguarding concerns. Provide lists of Designated Child Protection Officers
- Periodically assess accident and incident to identify all trends in workplace incidents, look at the Safeguarding Register and ensure that serious injuries and incidents are reported.
- Provide student counsellors, access to external counselling e.g. Off The Record, Bristol Drugs Project Workers etc. Continually strive to be outstanding for Care, Guidance and Support in Ofsted inspections. Meet national standards on anti-bullying .e.g. the school has signed up to the Anti-Bullying Charter. Provide support if a child has been abused.
- Review the major incident plan, after every major incident and amend accordingly.

Further Information

Safeguarding Register

Child Protection Officer List

Sims System

Self-Harming Policy

Duty Rota for Break times and Lunchtimes

Anti-bullying Policy

Pupil Behaviour Policy

Behaviour/Staff Conduct Policy

Major Incident Plan

Risk Assessments on Safeguarding and Security

Risk Assessments on Safe Inside

Trust Safeguarding Policy

BCCS Safeguarding Policy

Issues that are automatic safeguarding concerns: forced marriage; genital mutilation/ female circumcision; child exploitation and E safety and children missing education, incidences of neglect, sexual abuse, physical or emotional abuse.

Behaviour/ Staff Conduct

Policy

Introduction

It is recognised that full and frank staff involvement in improving health and safety is essential. Staff should be actively encouraged to conduct visual spot checks, to report issues and help identify hazards when completing risk assessments and ways to prevent harm. This way staff can be involved in the day to day management of the site. It is also worth reminding staff of their own moral and legal responsibility to conduct themselves in a manner while at work so as not to expose themselves or others to risk.

Policy- Statement of Intent

It is aim of this policy then to ensure, so far as is reasonably practicable, the health, safety and welfare of employees in relation to behaviour and staff conduct and to comply with all relevant legislation

Employer's Responsibility

To ensure that all activities are undertaken safely and that safe systems are understood throughout the school, the school will:

- Ensure staff and pupils have respect for others, themselves and for the environment.
- Have a grievance and disciplinary procedure
- Have a bullying and harassment procedure
- Have a stress at work policy and allow staff to contribute to that policy
- Conduct staff wellbeing surveys and have a wellbeing working group
- Have a pupil behaviour policy
- Have a safeguarding/security policy
- Apply basic site rules, contained within the employee handbook
- Carry out Safety inspections, which staff can contribute to
- Have an infectious disease policy
- Provide training, instruction and information on staff conduct to ensure they fully understand the policy
- Review this policy annually or if there are any significant changes

Procedure

To fulfil our responsibilities under this policy, the school will

- Ensure staff and pupils are respectful to themselves, others and the environment.
- Adopt a grievance and disciplinary procedure, bullying and harassment procedure, stress at work policy
- Conduct annual wellbeing surveys
- Adopt a pupil behaviour policy and safeguarding/security policy
- Ensure every member of staff receives an employee handbook with basic site rules
- Ensure that safety inspections of the school are carried out at least 6 monthly by the Estates Manager and/or the Site Maintenance Manager
- Adopt an infectious disease policy
- Ensure that staff are trained on all the policies on induction and thereafter
- Periodically assess accident records to identify any trends and whether staff conduct was a contributing factor.

Visitors/ Lettings

Policy

Introduction

Once someone has rented space in your building, the organiser/business has obligations to monitor and control their health and safety whilst on your premises. It is a good idea if these are longer term lettings to confirm and write health and safety requirements into a contract. The school and the lessee will need to work together to ensure that the school remains safe whilst they are on site. In any business relationship, both parties have duties under health and safety legislation. Not all the visitors will be renting rooms/facilities from the school.

New visitors to the school will not be aware of all the peculiarities of the site, what is expected and known risks. Frequent visitors will often become complacent with overfamiliarity. Therefore the school needs to make provision for new and frequent visitors and ensure their safety.

Policy-Statement of Intent

It is the aim of the Visitor/Lettings Policy to ensure so far as is reasonably practicable, the health, safety and welfare of the staff, pupils and visitors whilst on site and to comply with all relevant legislation.

Employer's Responsibility

To ensure that visitors to the school are safe and that this policy is understood throughout the school, the school will:

- Identify visitors and lettings within the school
- Complete detailed risk assessments on visitors and lettings
- Provide information and simple instruction to the visitor, training if necessary, to ensure their safety and asset security. Always get visitors to report to reception and sign in and out, so you know when they are onsite
- Ensure that there is co-operation and co-ordination between the school and the visitor, letting organiser at all times
- Ensure that welfare facilities are suitable for any visitors.
- Review this policy annually and more frequently if any significant changes occur

Procedure

To fulfil our responsibilities as detailed above, the school will

- Establish what work needs to involve visitors/ lettings;
- Conduct detailed risk assessments on visitors and lettings and any special requirements;
- Ensure visitors sign in and out at reception. Visitors to be accompanied at all times, unless DBS checked and familiar with the premises. Provide basic site induction to all visitors, appropriate to the visit/let and provide simple information or instruction, to ensure their safety.Restrict access to ensure asset security;
- Complete a meeting record form, if appropriate
- Review periodically any accident or trends which may involve visitors.

Additional Information

Site induction Form

Signing In Sheet at Reception.

Meeting Record Form (if applicable)

Safe Inside and Crisis Management

Policy

Introduction

It is absolutely crucial to the welfare and safety of the pupils and teachers, visitors that a safe inside procedure, security and crisis management has been carefully considered within the school. The school is unusual in that members of the public, vehicles and cyclists at certain times of the day can freely access College Square, which is the central part of the school. Some music lettings occur during the school day. Some activities are run after school.

The school has 13 buildings, split into 2 halves, separated by College Square and CPS occupy the Central Library building. Sixth formers use one of the classrooms in CPS. Some of the buildings are interconnected, to actually carry out a complete lockdown would be extremely difficult, and therefore other reasonable measures need to be employed.

This policy is to cover emergencies where there is an intruder in the school, an unwarranted visit from an ex-pupil, irate parent, or something is happening in the local vicinity or square and emergency services have requested that the school remains inside the buildings e.g. major chemical spill.

Other local schools have had intruders in their changing rooms and other parts of the buildings, therefore this policy is essential.

Policy-Statement of Intent

It is the aim of this policy to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and pupils, visitors in relation to safe inside, security and crisis management and to comply with all relevant legislation.

Employer's Responsibility

To ensure that all activities are undertaken safely and that safe systems of work in relation to safe inside and security are understood throughout the school, the school will

- Identify areas, tasks and situations whereby safe inside may be necessary
- Complete safe inside risk assessments for all school activities on site and off site, during events, lettings and after school activities. It should also consider pupils and staff with special needs
- Develop safe systems of work, safe inside procedures and develop safe systems where evacuation may be safer than safe inside.

- Adapt the major incident plan to include safe inside procedures and when evacuation is safer than to remain inside
- Provide adequate training information and instruction to staff, parents and pupils, to enable them to understand safe inside procedures and how to perform their tasks safely
- Inform all employees where safe inside procedures would be necessary and how these situations will be managed and what to do. Where to report an incident, who to report to and when.
- Review this policy on an annual basis or when there is a significant change.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Identify all activities, situations that would require safe inside procedures. Discuss with staff, senior leadership team how it would work in practice. What can reasonably be done?
- Complete a detailed risk assessment for safe inside and security covering normal school activities and after school activities, principally at the main site, but consider how it would work at Failand. Consideration should be given to vulnerable pupils and staff
- Develop safe systems of work for safe inside and develop safe systems of work when it is safer to evacuate.
- Follow the major incident plan and ensure there is always cover for key staff if they are absent during a crisis.
- Inform the staff on the safe inside policy, risk assessment and procedure to follow
- Provide adequate information, instruction and training on security, use of security equipment e.g. radios (walkie-talkies), alarms and the safe inside procedure to all staff and pupils.
- Ensure appropriate health checks are carried out for staff and ensure that staff bring to the attention to their managers any changes in their own medical conditions
- Periodically practice a safe inside procedure, review the procedure and amend accordingly.
- Review any incidents after they have happened and make changes if necessary to the risk assessment, safe systems of work, safe inside procedure and this policy

Further Information

Safe Inside Procedure

Safe Inside Risk Assessment and Safe Systems of Work

Major Incident Plan

Workplace and Environment

Transport and Parking

Policy

Introduction

Workplace transport is a known cause of serious accidents sometimes fatal accidents and therefore the school actively operates systems and procedures to prevent such harm and is actively pursuing the Council to stop or restrict traffic movements during school hours.

Staff parking is provided within College Square and numerous traffic movements, cars, bikes, motorbikes and delivery vehicles use College Square to park, deliver to Central Library, CPS and the Cathedral and bikes and skateboards cut through to Anchor Road. College Square is the middle of the school and pupils and teachers have to cross College Square to move between buildings for lessons and at break times. It is one of the highest risks at the school.

Policy-Statement of Intent

It is the aim of the policy is to ensure, so far as reasonably practicable the health, safety and welfare of pupils, staff and visitors whilst on site in relation to transport and parking and to comply with all relevant legislation

Employer's Responsibility

To comply with the legislation and to meet the health, safety and welfare needs of pupils, visitors and staff in relation to parking and transport, the school will

- Complete detailed risk assessment on workplace transport at the main site and Failand playing fields
- Pursue the Council to stop or restrict traffic movements during school hours and to provide traffic calming measures in the interim. Public car parking spaces to be phased out. Work with Cathedral and Central Library to reduce traffic movements. Restrict access through the permissive pathway.
- Develop safe systems of work to safeguard staff, visitors and pupils. Separate pedestrians and vehicles, as far as reasonably practicable. Technician employed to help pedestrian movements throughout the square and Duty Staff cover at break times
- Monitor and review traffic movements. Ensure school deliveries are sent to the rear of the Cresswell building or operate out of school hours

- Provide information, instruction and training to staff, pupils, parents and visitors about safe parking and safe transport in the square. Do not allow parent drop offs in the square.
- Review this policy at least annually and if anything significant changes

Procedure

To fulfil the responsibilities as outlined above, the school will:

Ensure that the risk assessment is completed on workplace transport at Failand and the main site

Continue to pursue the Council about ceasing traffic and restricting traffic movements during school hours. Further traffic calming measures are needed in the interim, speed limit signs, flashing lights etc. Public car parking spaces to be phased out. Continue to work with Cathedral and Central Library to reduce traffic during school hours.

Permissive pathway is closed for health and safety purposes during school breaktimes

Develop safe systems of work to ensure pupil, visitor and staff safety

Continually educate the pupils and parents about transport safety at the school. Provide information and instruction to employees and visitors on safe procedures

Monitor vehicle and pedestrian movements and periodically look at incidents and accident in relation to transport and parking.

Further Information

<http://www.hse.gov.uk/workplacetransport/sitelayout.htm> for site safety information

Risk Assessment on Transport and Parking

Building Maintenance

Policy

Introduction

Building repair is vital to the school providing a safe environment for staff, visitors and pupils. Ongoing maintenance will ensure that the fabric of the building and grounds are kept safe and in a presentable useable condition

Policy-Statement of Intent

It is the aim of the policy is to ensure, so far as reasonably practicable the health, safety and welfare of pupils, staff, visitors and contractors who may visit the buildings and to comply with all relevant legislation

Employer's Responsibility

To comply with the legislation and to meet the health, safety and welfare needs of pupils, visitors, staff and contractors, the school will take a controlled and systematic approach to the maintenance and repair of the estate and all other premises under the schools control. The school will

- Appoint competent persons (Estates Manager, Site Manager and team) to ensure that the workplace and buildings meet the required standards
- Allocate responsibilities for the care and maintenance of the school and buildings
- Carry out regular tests, examinations and inspections of the workplace

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Complete a workplace risk assessment of all rooms, buildings and facilities. This may include structural surveys of the roof and fabric of the buildings;
- Prepare a planned maintenance programme to ensure that the buildings and facilities remain compliant with relevant statutory legislation;
- Ensure all buildings and the estate are kept in a good state of repair;
- Carry out health and safety inspections of the site;
- Provide adequate information, training and instruction for employees

- Ensure that service level agreements are established for key building services
- Keep records of maintenance, examinations, breakdowns and repairs
- Ensure that essential manuals, contracts and other vital information can be located in an emergency if the Estates Manager or Site Manager are not present.
- Ensure only authorised and competent people conduct repairs and maintenance
- Ensure that all insurance, inspection, thorough examination certificates are available for inspection.

- **Further Information**

To explain the following:

Prepare a planned maintenance programme to ensure that the buildings and facilities remain compliant with relevant statutory legislation;

The following is a non-exhaustive list of items that require inspection or maintenance:

Every fixed electrical installation shall be checked every 5 years or more frequently if your insurer request/requires it;

Water Hygiene temperature checks on a monthly basis, quarterly checks on the cleanliness/descaling of the shower heads, check on the yearly clean of the cold water storage tank

The asbestos management plan should identify how often the asbestos containing materials (ACMs) should be checked (usually monthly)

Lifting equipment if lifting passengers every 6 months

Any local exhaust ventilation systems annually

Fire alarm systems should be tested weekly and the main system serviced annually.

Emergency lighting tested on a monthly basis

Fire extinguishers serviced on an annual basis

Gas equipment/ installation should be inspected by a Gas Safe engineer, competent to work on that equipment every 12 months

Pressure systems such as air receivers, boilers must be maintained by a competent engineer and every 12 months

Landscaping

Policy

Introduction

Horticulture, tree surgery and the upkeep of the grounds is mainly contracted out by the school. Only leaf blowing and grass strimming is carried out by school caretaking staff in the tump. Ground keeping at Failand Playing Fields is contracted to the Landscape Group.

Policy-Statement of Intent

It is the aim of the policy is to ensure, so far as reasonably practicable the health, safety and welfare of pupils, staff, visitors and contractors who may visit the grounds to carry out work and to comply with all relevant legislation

Employer's Responsibility

To comply with the legislation and to meet the health, safety and welfare needs of pupils, visitors, staff and contractors, the school will take a controlled and systematic approach to ground keeping and maintenance of the grounds. The school will

- Appoint competent persons (Estates Manager, Site Manager and team) to ensure that the workplace and buildings meet the required standards
- Allocate responsibilities for the care and maintenance of the school grounds
- Ensure that regular tests, examinations and inspections are carried out on the grounds and equipment used by ground keeping staff and contractors

Procedure

To fulfil the responsibilities as outlined above, the school will:

- Complete risk assessments for all ground keeping, horticulture and tree surgery work. This will include details of suitably qualified persons to do the work;
- Obtain risk assessments and safe systems of work from all contractors carrying out ground keeping work. Obtain details of training and competence to do the work. Obtain copies of relevant insurance certificate and relevant examinations/ inspections of their equipment and ensure they are current;
- Have a list of approved contractors and use them;

- Monitor and review the contractor's work at regular intervals;
- Ensure that the strimmer and leaf blowing equipment are maintained in a good state of repair and only authorised members of staff use them.
- Provide adequate information, instruction and training to school employees carrying out the work and to contractors carrying out landscaping work.
- Periodically review accidents and identify any trends associated with ground keeping. Review this policy at least annually or when there are any significant changes
- Ensure that all insurance, inspection etc. certificates are current and available.
- Review this policy at least annually or before if there are any significant changes.

Fire Safety

Policy

Introduction

Fire safety is vital to prevent loss of life, horrific injuries and in some cases extensive damage, so fire safety precautions should include:

Ways of alerting inhabitants of a fire
Preventing or reducing a fire starting that could result in injury, fatalities or damage
Ways to ensure that inhabitants of a fire survive
Reducing the damage caused by fire

Fire safety measures should be planned during construction and during occupation.

Policy-Statement of Intent

The aim of this policy is to ensure, so far as reasonably practicable, the health, safety and welfare of staff, visitors and pupils by having suitable measures and arrangements to prevent a fire and to comply with all the relevant legislation

Employer's Responsibility

To ensure that the Schools activities are undertaken safely and the risks from fire are clearly understood throughout the school, the school will:

- Complete fire risk assessments for all operations and buildings
- Provide adequate information, instruction and training to employees, pupils and visitors
- Provide adequate resources to ensure fire safety
- Review this policy at least annually or if there are any significant changes.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Complete fire risk assessments for all buildings and operations
- The school is a smoke free zone
- Provide a fire evacuation plan, as part of the risk assessment

- Provide personal evacuation plans if necessary
- Provide appropriate fire safety information, instruction and training for all staff, visitors, pupils and designated fire marshals
- Practice regular fire drills and record them
- Test the fire alarms, call point checks, emergency lighting and service other fire-fighting equipment as per the risk assessment
- Record information and maintain records
- Review the policy at least annually and if any significant changes occur.

Further Information

Fire Evacuation Plan

Fire Risk Assessments

Register of Fire Alarms, Emergency Lighting and Call Points

Consider ancillary staff when carrying out your risk assessment, contractors and vulnerable staff and pupils

Display Screen Equipment

Policy

Introduction

The school is full of display screen equipment (DSE), tablets, laptops, monitors etc. and widely used by staff and pupils. Using DSE carries some risks of upper limb disorders which are cumulative. If DSE users follow simple guidelines and good practice techniques, these risks can easily be avoided.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health, safety and welfare of its employees and pupils in relation to DSE and to comply with relevant legislation

Employer's Responsibility

To ensure that the use of DSE will be undertaken safely and to ensure that this policy is clearly understood throughout the school, the school will:

- Make employees aware of this policy
- Ensure jobs and tasks are designed to reduce the amount of time spent on DSE by the use of breaks and changes in activity
- Ensure that significant users of DSE (more than one hour at a time), carry out at least yearly workstation assessments or when their work station has changed or any other significant change
- Take action where something negative has been indicated on the DSE workstation assessment form and seek expert advice if necessary
- Provide information to staff on eye sight tests in relation to DSE use
- Provide information, instruction and training.

Procedure

To fulfil our responsibilities as outlined above, we will:

- Identify all significant users of DSE
- Complete a comprehensive assessment of every DSE users (significant) workstation, taking into account the environment, equipment, work being carried out and any special needs

- Ensure all DSE workstations meet the guidance
- Ensure DSE users can plan their work to allow for sufficient breaks and change of activity from DSE use.
- Ensure that DSE users are aware that eye sight tests are available and corrective lens for use with DSE, if needed.
- Provide health and safety training and information for all DSE users
- Periodically assess accident records for trends and ensure that injuries are reported and investigated
- Ensure that DSE users bring to the Schools attention any changes in their own medical conditions and any upper limb disorders

Further Information

DSE Workstation Assessment Form

Eye Test Request Form

Guidance

This should be read in conjunction with the DSE policy.

Most of the DSE Policy is self-explanatory but the following items in Italics need further explanation:

Identify all Significant Users of DSE

Users are defined by the DSE legislation as employees who habitually use DSE as a significant part of their normal work. This is generally accepted as:

Continuous or near continuous use of DSE for spells of one hour or more;

Use of DSE in this way more or less daily;

Transferring information quickly to or from DSE
Applying high levels of concentration and attention and

Being highly dependent on DSE, have little choice about using it or needing DSE.

Give all DSE Users the opportunity to plan their work so that there are breaks or changes in activity

This does not mean breaks away from the workstation, it could simply mean a change in activity such as written work, marking etc.

Ensure that all DSE users are aware of the arrangements for eye and eye sight tests and that corrective lenses will be provided, if special ones are required for DSE use.

Identified DSE users are entitled to eye or eye sight tests if requested and the cost should be met by the school

If the optician/competent person determines that the DSE user needs corrective lens for use with DSE, the school must meet the cost of basic frames and the prescribed lens needed for DSE correction.

Workplace Welfare Facilities

Policy

Introduction

Health and safety legislation requires every workplace to provide adequate and clean welfare facilities. Welfare needs should be considered for all members of staff including those with special needs

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable that the school provides and maintains a healthy and safe working environment for all staff, visitors and pupils and will comply with all relevant legislation.

Employer's Responsibility

To ensure that the school meets the health, safety and welfare needs of all its pupils, visitors and staff, the school will:

- Protect the health and safety of everyone in the school
- Provide adequate welfare facilities
- Maintain equipment, buildings, devices and systems in good working order and repair
- Protect health by considering; ventilation, working temperatures, lighting, cleanliness, room space, waste materials, work stations and seating
- Protect safety by considering maintenance of floors and traffic routes, access and egress, falls and falling objects, doors, gates, walls and windows and walkways
- Protect the welfare of employees, pupils and visitors by considering; accommodation for clothing; drinking water; rest and changing facilities, toilets and washing facilities
- Review this policy at least annually or when significant changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Determine the frequency of maintenance and inspections through risk assessment

- Provide adequate training, instruction and information to any staff who are going to carry out workplace inspections
- Carry out visual inspections of workplaces, equipment, devices and systems
- Identify and report any defects in the workplace, equipment, devices and systems that could have a bad effect on the health, safety and welfare of pupils, visitors and staff
- Ensure that planned preventative maintenance is put in place for equipment that requires it, such as: window restrictors, powered doors, guards to equipment, emergency lighting, gas equipment, window cleaning equipment etc.
- Ensure that maintenance is carried out by competent persons and records are kept
- Ensure that every workplace, furniture, fittings and furnishings are kept clean.

Further Information

Workplace Inspection checklist

Slips, Trips and Falls

Policy

Introduction

Slips, trips and fall are the commonest cause of injury in the UK and are often the simplest to prevent. Legal actions brought as a result of injury can be extremely damaging to a business, especially where the public are involved. Insurance covers only a small proportion of the costs. Anyone at work can help prevent slip, trip and fall incidents through good health and safety arrangements.

Housekeeping is not always straightforward because it relies on human behaviour and attitudes.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health, safety and welfare of all pupils, visitors and staff in relation to slips, trips and falls and to comply with all relevant legislation

Employer's Responsibility

To ensure that we have sufficient and suitable controls in place to prevent slips, trips and falls, the school will:

- Adequately control slips and trips hazards
- Fulfil the responsibilities under Workplace (Health, Safety and Welfare) legislation
- Review this policy annually or more often if changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Review recent workplace inspection records and take action to prevent slip, trip and fall accidents
- Complete a detailed risk assessment for slips, trips and falls in the school when reported to prevent repetition
- Provide adequate information, instruction and training for all staff in basic housekeeping and storage requirements and
- Periodically review accidents/near misses to identify any trends and set realistic schedules for improvement

Further Information: Slip, Trips and Falls Risk Assessments HS01 22, HS11 01 & 02

Work at Height

Policy

Introduction

It is critical that work at height is managed and tightly controlled within the school, to prevent serious, fatal or life changing injuries. Even a fall from a height of 2m can in some cases be fatal, therefore it is imperative that it is carefully controlled.

Policy-Statement of Intent

The aim of this policy is to ensure so far as is reasonably practicable the health, safety and welfare of all pupils, visitors and staff in relation to work at height and to comply with all relevant legislation

Employer's Responsibility

To ensure that we have sufficient and suitable controls in place to prevent falls, the school will:

- Adequately control work at height
- Fulfil the responsibilities under Work at Height legislation
- Review this policy annually or more often if changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Review recent workplace inspection records and take action to prevent fall accidents
- Complete a detailed risk assessment for work at height in the school, which includes access equipment;
- Register all ladders and access equipment. Carry out regular inspections of all ladders and access equipment and take action where necessary. Record all inspections;
- Adopt permit to work systems for roof work and employ specialists who are competent to carry out high level work;
- Provide adequate information, instruction and training for all staff using ladders or other access equipment and ensure that they are competent to use the equipment. Restrict access to ladders and access equipment, to only competent staff

- Periodically review accidents/near misses to identify any trends and take action, where necessary

Further Information:

Permits to work (Hot works and roof work)

Ladder and Access Equipment Register

Legionella

Policy

Introduction

The school recognises the need to take all reasonable measures to prevent legionella bacteria coming into contact with employees, pupils and visitors in a potentially hazardous manner. Legionella bacteria can cause legionnaires disease, a serious illness which in some cases can be fatal and Pontiac fever.

Legionella is naturally found in watercourses and therefore can enter a building through the domestic water system and be present in water cooling systems. It needs a supply of dirt, slime, scale or other bacteria in the pipework to thrive, so water hygiene is essential in preventing its growth.

The bacteria can gain access to the respiratory system of a susceptible person, by inhalation of droplets in water vapour.

Policy-Statement of Intent

The aim of this policy is to ensure that so far as is reasonably practicable, that exposure, of employees whilst at work, pupils and other people on our premises, to substances hazardous to health (legionella bacteria and chemicals such as biocides and chlorine used in treatments against Legionella) is prevented or adequately controlled and to comply with all the relevant legislation.

Employer's Responsibility

To ensure that exposure to hazardous substances (legionella bacteria and biocides) is prevented or adequately controlled, the school will:

- Ensure that new Installations of pipework to the hot water supply and cold water system should be treated with free residual chlorine, or as recommended in the manufacturer's instructions. This is a one off treatment on commissioning new plant and will be written into contractor's specification
- Cold water storage systems and tanks will be installed in such a way that allows a through flow of water, without stagnation, with lids and insulated, including pipework to maintain the temperature of cold water below 20 degrees Celsius
- Shower pipes to be fixed and flexible ones will be phased out.
- Dead legs to pipework to be removed, by redesign if necessary for cold and hot water systems

- A schematic plan will be drawn up of the cold and hot water systems, to assist controlling legionella
- A risk assessment will be carried out for legionella and provide a written scheme to control legionella
- Measures will be implemented to prevent and control the spread of legionella bacteria
- Provide information, training and instruction to employees to prevent exposure to hazardous substances
- Review this policy at least annually or more frequently if changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Commission and treat new installations and plant.
- Identify the parts of the cold and hot water system that may need improvement or redesign, to prevent the growth of legionella bacteria. Programme changes where possible and if necessary
- Keep up to date schematics of the hot and cold water system
- Carry out specific risk assessments, provide a written scheme and provide water hygiene controls
- Keep detailed records of all treatments, cleaning and checks carried out on the hot and cold water system.
- Provide information, training and instruction for employees whose activities involve the use of or exposure to, hazardous substances

Further Information

Temperature checks of hot and cold water

Cleaning records for tanks, shower heads etc.

Schematic Plan of hot and cold water systems

Risk assessment for legionella

Written scheme for legionella

Asbestos

Policy

Introduction

In recent years there has been increasing concern relating to the dangers of asbestos exposure and can be found in most buildings built or refurbished before the year 2000. When materials containing asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious illnesses. The diseases often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why it is important that the school protects its staff, visitors and pupils now.

Policy-Statement of Intent

The aim of this policy is to ensure that the risks from exposure to asbestos fibre to employees and other persons using the school premises are as low as is reasonably practicable. To ensure a uniform, co-ordinated approach to the removal or encapsulation of asbestos fibre. Lastly to ensure that all contractors who carry out works associated with asbestos removal and encapsulation operate to satisfactory standards and in accordance with appropriate legislation and guidance.

Employer's Responsibility

To ensure that exposure to asbestos fibres is prevented or adequately controlled, the school will:

- Carry out a specialist survey to determine if asbestos containing materials (ACMs) are present in the school. Locate and identify ACMs and keep all the ACMs in a register, if applicable. The ACMs should be marked, so that people are aware ACMs are present.
- Decide whether to encapsulate or remove the asbestos that has been identified. Depending on the following factors:

Urgency-whether the work is urgent (e.g. ceiling collapse),
Condition-if insulation is soft, friable or extensively damaged, there is a greater risk of release of airborne dust

Position-the more exposed the area to traffic and daily activities, then the higher the risk

Treatment-the extent and acceptability of any treatment must be gauged when assessing priority

Future alterations-any proposed development at the premises will affect the decision to make safe or remove

An assessment of all of the above factors in combination will assist in the decision relating to priority and future action

- Carry out a risk assessment for asbestos and develop an asbestos management plan for any remaining ACMs (not removed) or encapsulated.

- Provide asbestos control measures for staff and visiting contractors
- Provide sufficient information, instruction and training for staff on asbestos. Including the risks from asbestos exposure
- Review this policy at least annually or when any changes occur.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Employ a specialist contractor to survey the premises for asbestos containing materials (ACMs) or carry out a presumptive survey. If a presumptive survey is carried out, if refurbishment is going to be carried out, asbestos should be presumed to be present.
- Depending on the condition of the ACMs either seal or remove the ACMs using a specialist contractor
- Keep a detailed register of ACMs and their locations. Devise an asbestos management plan which sets out how often the ACMs should be checked. Ensure contractors who visit the school are aware of the location of any asbestos containing materials and not to disturb the ACMs.
- Complete a risk assessment and implement any controls, to ensure safety for employees, pupils and others who visit the school
- Provide sufficient training, information and instruction to employees on this policy and asbestos.

Further Information

Asbestos Register
Visitor and Contractors Policy

Science and Radiation

Policy

Introduction

The school recognises that school science activities are potentially hazardous and acknowledge the guidance detailed in Science publications, such as CLEAPSS. To support the guidance given in the publications, school science activities will be subject to risk assessment procedure. Any activities assessed as presenting a significant risk to safety, which cannot be fully eliminated by substitution, will have safe systems of work produced to control the residual hazards. These safe systems of work will be based on established safe point of use texts and will be produced by the Science Department. The safe systems can be used for staff training, for lesson plans and pupil worksheets.

Any chemical and micro-organisms used in the school science department will either be covered by the CLEAPSS central COSHH assessments and hazard system or will be subject to the general school COSHH assessment procedure contained in this document. Where available, safety data sheets and hazard cards for all chemicals will be held in the school science department.

Because of the nature and complexity of Science, it has its own health and safety policy, which is held in the Science Department and included here. It contains arrangements for all activities. One of those activities is radioactive materials. Radiation is covered by the Science Safety Policy; training, competence, storage, handling; security of the radioactive materials and radiation protection.

Design and Technology

Policy

Introduction

The school recognises that school craft, design and technology activities are potentially hazardous and as such are following where necessary guidance in woodworking, drilling machines, approved code of practice for provision and use of work equipment, approved code of practice for personal protective equipment, electricity at work regulations, safety in practical department and CLEAPSS.

Because of the nature and complexity of Design and Technology the school has its own Design and technology safety policy adopted from CLEAPSS and the CLEAPSS model risk assessments have been adopted, please see D&T health and safety policy 2016. This policy is held in DT and linked to this document.

To support the guidance given in the publications, school art, design and technology activities will be subject to risk assessment procedure contained in this policy document. Any activities assessed as presenting a significant risk to safety, which cannot be fully eliminated by substitution, will have safe systems of work produced to control the residual hazards. These safe systems of work will be based on established safe point of use texts and will be produced by the art, design and technology Department. The safe systems can be used for staff training, for lesson plans and pupil worksheets.

Any chemical used in the school art, design and technology department will either be covered by the CLEAPSS central COSHH assessments and hazard card system or will be subject to the general school COSHH assessment procedure contained in this document. Safety data sheets and hazard cards for all chemicals will be held in the art, design and technology departments.

Policy-Statement of Intent

It is the aim of this policy, so far as is reasonably practicable to ensure the health, safety and welfare of all its employees and pupils, in relation to art, design and technology activities. This includes the provision and maintenance of plant and systems of work that are safe and without risks to health and to comply with all relevant legislation

Employer Responsibility

To ensure the health, safety and welfare of staff and pupils in relation to art, textiles, design and technology, the school will:

- Carry out risk assessments for art and textiles, which should include normal activities, repairs, breakdowns and removing of blockages, whether safeguards are effective and if they can easily be defeated, dealing with spillages, accidental escape and disposal, personal protective equipment needed, security of pupils and security of hazardous substances and equipment .
- For Design and technology, the CLEAPSS model risk assessments have been adopted for the school. For different activities, schemes of work not covered by the CLEAPSS model risk assessments the school will make specific risk assessments.

- Provide safe systems of work and used by teaching staff and technicians to draw up lessons plans
- Safe systems of work and general assessments must be supplemented by systems for:
 - Updating the safe systems in response to new information or practical experiences
 - Checking that staff and pupils observe the safe systems
 - Checking that users or equipment are well trained and supervised
 - Assessing staff ability to deal with accidents such as spillages, fume build up, fire hazards etc.
 - Assessing the general level of safety awareness and pupil supervision during the art, design and technology activities.
- Complete COSHH assessments for any hazardous substances used in art, design and technology, using CLEAPSS guidance
- Periodically carry out inspections and tests on electrical equipment mechanical equipment and pressure vessels (if applicable) and keep records. Periodically carry out inspections of the classrooms and keep records
- Provide information, instruction and training to employees involved in art, textiles, design and technology
- Analyse and investigate any incidents or accidents and make any necessary changes.
- Review this policy at least annually and more frequently if any changes occur.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Keep detailed records of risk assessment and safe systems of work and implement control measures during art, design and technology activities
- Implement any controls contained in COSHH assessments
- Ensure all equipment is regularly tested in accordance to legislation and guidance and records are kept of all tests and examinations
- Carry out periodic inspections of equipment and classrooms and take action where necessary and make any necessary adjustments to safe systems of work
- Ensure staff receive sufficient information, instruction and training, to ensure safety in relation to art, design and technology activities.

Further Information

D&T health and safety policy

CLEAPSS model risk assessments for design and technology

CLEAPSS guidance on DT Equipment. Stock lists for equipment e.g. hand tools

CLEAPSS guidance on training of teachers/technicians and layout of DT room

Physical Education

Policy

Introduction

The school recognises its responsibilities for staff and pupil safety while they are engaged in physical education activities and others using the sports grounds and facilities. Advice and guidance from all the professional bodies involved in sport has been used in lesson planning, staff training and carrying out physical education activities by the school. This section does not intend to give detailed advice on teaching practices as these are adequately covered by other publications. This section of the policy is designed to assist teaching and maintenance staff carry out routine safety checks and maintain records of these checks.

Teaching of sport more than any other aspect of teaching requires careful lesson planning, close pupil supervision, good organisational skills and a good basic knowledge of the subject. Where there have been tragedies in sport, quite often the accident has shown the need for careful planning, supervision and competence of instructors.

Policy -Statement of Intent

It is the aim of this policy to ensure, so far as is reasonably practicable the health safety and welfare of staff, pupils and others involved in physical educational activities and to comply with relevant legislation.

Employer's Responsibility

To ensure that all physical education activities are undertaken safely and that safe systems of work are clearly understood throughout, the school will:

- Identify all activities where there is a risk of injury
- Assess and reduce unavoidable risks and provide safe systems of work
- Provide safe equipment and surfaces/pitches to play sport
- Provide all employees with sufficient information, training and instruction
- Ensure that adequate resources are available to fulfil the requirements of this policy
- Review this policy at least annually and more frequently if any changes occur.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Follow the offsite procedure for games and fixtures to safeguard the children
- Complete risk assessments for physical education and provide safe systems of work
- Conduct regular inspections and safety checks of all relevant activities, equipment and surfaces referring to games risk assessments and carry out any necessary improvements

- Ensure PE teachers are competent, can maintain order and have the appropriate equipment
- Provide any necessary training, information and instruction
- Investigate all accidents/ incidents and near misses and periodically review them for trends

Further Information

Offsite Protocol for Games and Fixtures

Football Risk Assessment (RA)

Rugby RA

Hockey RA

Cricket RA

Gymnastics RA

Netball RA

Racket Sports RA

Cross Country RA

School Hall Activities RA

Gymnasium RA

Offsite Games and Fixture RA

Educational Visits

Policy

Introduction

The school recognises the importance of visits and trips outside of school for pupil development and enjoyment, but want to ensure that any visits are conducted safely.

Policy-Statement of Intent

The aim of this policy, is to ensure, so far as is reasonably practicable that trips and visits outside of school premises are therefore conducted safely and without risks to health and that the visits comply with relevant legislation

Employer's Responsibility¹

To comply with the legislation and ensure that this policy is understood throughout the school and that all activities are undertaken safely, in accordance with the risk assessment process, the school will

- Competent persons to assess the visit or trip. Devise specific risk assessments for each trip and safe systems of work.
- Educational Visits Coordinator will look at all the risk assessments for the trip and agree the risk assessments with the group leader. Agree supervision levels. The Head of School to sign off the risk assessments.
- Parental Consent, Medical Information, contact details sought from parents and parents to agree that the child will forfeit the trip is their behaviour is unacceptable prior or during the trip
- Special educational needs is known
- First Aid, welfare, security and safeguarding considered as part of the risk assessments
- Provide all necessary information, training, instruction and supervision to ensure the health and safety of employees and pupils
- Ensure that adequate resources are made available to fulfil the requirements of this policy
- Review at least once a year and more frequently if changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Complete detailed risk assessments for each trip/visit, agree and signed. Risk assessments taken on the trip, along with medical information, special educational needs and pupil contact lists

¹

- Train key staff in the risk assessments and what to do in an emergency
- Provide all necessary instruction, training, information and supervision to ensure the safety of pupils and staff
- Investigate all incidents, near misses and accidents, to prevent similar accidents occurring again. Periodically assess accident records to identify any trends.
- Review the generic and specific trip risk assessments, as and when necessary.

Further Information

Risk Assessment and Safe System of Work Policy

Safeguarding and Security Policy

Alcohol, Drugs and Substance Misuse Policy

Trip Risk Assessment General

Trip Risk Assessment International

Trip Consent and Medical Form

Home Visits

Policy

Introduction

Occasionally home visits are necessary by support staff if there are support issues or home learning support is required, where possible the parents/ pupils are encouraged to have the visit at school.

Policy-Statement of Intent

The aim of this policy is to ensure that appropriate safety arrangements are adopted and adhered with regards to the undertaking of home visits by staff, when home visits are necessary

Employer's Responsibility

To ensure so far as is reasonably practicable the health and safety of staff and pupils, the school will:

- Risk assess home visits
- Staff report any concerns to their line manager and thoroughly review the visit before any future visits happen
- Ensure staff are trained and instructed on the correct procedure to follow
- Record any incidents, near misses or accidents

Procedure

To ensure the safety of pupils and staff, the school will:

- Ensure a specific risk assessment is undertaken.
- For a first time visit/ contact, always ensure two people are present
- The parent/carer is present at all times during the visit. The visit should never be in the pupils bedroom or bathroom
- Whenever possible take two people to the visit
- Under special circumstances, if you are confident that one person can visit (e.g. repeat visits) the following steps should occur:

Your manager must know the time of the appointment (allow time to get there safely) and the time the appointment is likely to end. Where you are. Your estimated time back to school

You must ask a receptionist or your manager (if out of hours) to call you during the visit, to check you are safe and in no imminent danger (giving the receptionist or manager a code word you can use if you feel you are in danger. It will enable the receptionist/manager to make a 999 call without alerting the person causing the alarm)

You must call the receptionist /manager once you are out of the house and the appointment is finished.

- If you have to transport the pupil back to school, this should always be done via public transport, if you are by yourself. Never take the pupil back to school in your own car, if alone.
- Any concerns during the visit must be discussed with your manager, before any further visits. If necessary, review the risk assessment.
- Report any near misses or incidents

Further Information

Home School Visits Policy

Equipment and Materials

Electrical Installations and Fixed Electrical Equipment

Policy

Introduction

Electricity can kill. Even non-fatal shocks can cause severe or permanent injury. Shocks from faulty equipment can lead to falls from ladders and other work platforms and fires

Fixed electrical equipment is any electrical equipment that is hard wired into the building and therefore not portable.

Policy-Statement of Intent

The aim of this policy is to outline arrangements to reduce the risk of injury from electricity, to all staff, pupils and visitors and to comply with all relevant legislation

Employer's Responsibility

To ensure that all fixed electrical installations and equipment are suitable for their purposes, the school will:

- Assess, reduce and control the risks associated with electricity
- Provide safe and appropriate equipment
- Carry out planned preventative maintenance, to ensure the equipment and installations are safe
- Use competent people to design, install and maintain equipment
- Provide sufficient information, training and instruction on electricity
- Review this policy at least annually or when significant changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- List all equipment on a register
- Carry out risk assessments for all installations and equipment
- Implement a planned maintenance programme

- Ensure that only competent persons are employed to design, install and examine installations and equipment
- Ensure visual inspections are carried out. Communicate how to report defects and faults
- Ensure any faulty equipment is removed from use, repaired and replaced.
- Maintain records of any tests, examinations, design and installation

Portable Electrical Equipment

Policy

Introduction

Portable electrical equipment are generally equipment with a lead or cable and a plug and can be moved around. Although some Portable electrical appliance cannot be moved around by the nature of its use, e.g. photocopiers.

A lot of electric shock accidents are from portable electrical equipment, so by focussing on simple systems to look for visible signs of damage or faults and correcting them, can prevent most electrical accidents

Policy-Statement of Intent

The aim of this policy is to outline arrangements to reduce the risk of injury from electricity, (in relation to portable appliances), to all staff, pupils and visitors and to comply with all relevant legislation

Employer's Responsibility

To ensure that all fixed electrical installations and equipment are suitable for their purposes, the school will:

- Ensure all portable appliances are fit for the purpose that they were intended
- Provide information, instruction training and supervision if necessary on the safe use of portable electrical equipment
- Carry out planned preventative maintenance, to ensure the equipment is safe to use
- Use competent people to maintain the equipment
- Record the results of any inspections/ examinations
- Ensure there is a clear procedure for reporting faults and defects and incidents
- Ensure that risks created by the use of the equipment are eliminated or controlled using appropriate measures
- Review this policy at least annually or when significant changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Avoid where possible the use of portable electrical appliances where there is a risk of injury
- Carry out risk assessments for portable equipment and develop safe systems of work
- Implement a planned maintenance programme
- Ensure that only competent persons are employed to examine portable equipment
- Ensure visual inspections are carried out. Communicate how to report defects and faults
- Ensure any faulty equipment is removed from use, repaired and replaced.
- Maintain records of any tests and examinations
- Provide training, instruction and information on how to use the equipment safely
- Investigate all incidents, ensure that they are reported, if appropriate and periodically assess accident records for trends

Gas Equipment

Policy

Introduction

When gas is burnt inefficiently, carbon monoxide is produced. Carbon monoxide can kill. It's odourless, colourless and difficult to detect, therefore a problem if gas appliances aren't serviced and maintained.

Policy-Statement of Intent

The aim of this policy is to outline arrangements to reduce the risk of injury from gas, to all staff, pupils and visitors and to comply with all relevant legislation

Employer's Responsibility

To ensure that all gas equipment are suitable for their purposes, the school will:

- Assess, reduce and control the risks associated with gas
- Provide safe and appropriate equipment
- Carry out planned preventative maintenance, to ensure the equipment and installations are safe
- Use competent people to design, install and maintain equipment
- Provide sufficient information, training and instruction on gas
- Review this policy at least annually or when significant changes occur

Procedure

To fulfil our responsibilities as outlined above, the school will:

- List all gas equipment on a register (including Bunsen burners)
- Carry out risk assessments for all gas installations and equipment
- Implement a planned maintenance programme for all gas systems
- Ensure that only gas safe registered persons are employed to design, install and examine gas installations and equipment
- Communicate how to report defects and faults
- Ensure any faulty equipment is removed from use, repaired and replaced.

- Maintain records of any tests, examinations, design and installation

Lifting Equipment

Policy

Introduction

Lifting equipment is work equipment that is used for lifting or lowering loads. It also covers the accessories that anchor, fix or support the lifting equipment.

Often it is vital to operations and therefore it should be maintained in good order and condition and used in a safe manner

Examples of lifting equipment are tail lift, mobile elevated platform used in the Cresswell Theatre and Trinity Drama Studio, ropes and slings.

Policy-Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable the health, safety and welfare of employees and any others affected by our work, by reducing the likelihood of injury from lifting equipment and to comply with relevant legislation.

Employer's Responsibility

To ensure that all lifting operations are subject to appropriate planning, lifting equipment is suitable for its intended use and maintained properly, the school will:

- Assess reduce and control the risks associated with the use of lifting equipment;
- Select the correct lifting equipment that is appropriate for the work to be carried out
- Ensure that the lifting equipment is kept in a safe condition
- Ensure whoever operates the equipment is fit and well
- Keep records and certificates of maintenance and testing
- Ensure employees who use the equipment are trained and have been given appropriate instruction and information
- Review this policy at least annually and more frequently if necessary.

Procedure

To fulfil our responsibilities, as outlined above, the school will:

- Keep a register of all lifting equipment and accessories
- Carry out a risk assessment for the use of all lifting equipment and accessories
- Develop safe systems of work for lifting operations

- Make arrangements for planned preventative maintenance and make arrangements for all statutory testing and thorough examinations of lifting equipment and accessories by a competent person at required intervals and maintain records of such testing and examinations
- Take defective equipment out of action
- Provide necessary training, instruction and information to staff on lifting equipment and accessories
- Ensure all suppliers of hired equipment are competent contractors
- Ensure all hired equipment is tested, examined by competent persons at the required statutory intervals and the thorough examination records are maintained and checked.

Manual Handling

Policy

Introduction

Manual handling operations means any transporting or supporting a load by hand or by bodily force e.g. pushing, pulling, carrying etc. They account for over a third of all reported injuries in the UK and generally they involve the injured person being off work for considerable periods of time.

Upper limb disorders can occur where people do the same repetitive manual handling activities or work in awkward postures for prolonged periods or as a result of one off incidents

Most manual handling injuries could be avoided by suitable mechanical aids and by training on using the equipment safely and manual handling.

Policy-Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable the health, safety and welfare of staff in relation to manual handling activities and to comply with the legislation.

Employer's Responsibility

To ensure that manual handling is carried out safely, the school will:

- Identify all manual handling activities that involve risk of injury;
- Avoid manual handling tasks if possible;
- For the manual handling tasks that can't be avoided, assess and reduce unavoidable risks;
- Provide staff with sufficient information, training and instruction on manual handling
- Ensure that adequate resources are available to fulfil the requirements of this policy
- Review this policy at least annually or when a significant change occurs

Procedure

To fulfil the requirements outlined above, the school will:

- Carry out a hierarchy of measures, initially avoid manual handling activities and thereafter risk assess unavoidable risks
- Develop safe systems of work
- Train staff on safe techniques

- Train on mechanical aids
- Ensure that staff bring to the schools attention any changes in their medical condition and include individual capability in the assessment
- Investigate all accidents and incidents and periodically assess records to identify trends and make any necessary changes.

Personal Protective Equipment

Policy

Introduction

Personal Protective Equipment (PPE) is all equipment worn or held by people to protect against health and safety risks e.g. gloves, coats, safety harness. It should always be used as a last resort or in combination with other control measures.

Policy-Statement of Intent

It is the aim of this policy, to ensure, so far as is reasonably practicable that the health, safety and welfare of all employees, in relation to PPE and to comply with relevant legislation.

Employer's Responsibility

To ensure that PPE is used correctly, the school will:

- If required by a risk assessment then the PPE must be provided free of charge
- Ensure that PPE is suitable for use
- Provide information, training and instruction to staff to ensure that it is used properly and safely
- Store PPE correctly
- Maintain PPE correctly
- Monitor and enforce the use of PPE
- Ensure that adequate supplies of PPE are available

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Avoid the use of PPE, by using other controls initially. PPE should always be seen as a last resort.
- Identify where the risk assessments require PPE and ensure the PPE is suitable and compatible
- Train all employees on PPE and how it can be used to control risks
- Provide suitable storage for PPE, ensure it is maintained and replaced if faulty.

- Monitor the use of PPE and ensure that it is worn correctly and used
- Review and amend any risk assessments on an annual basis or when any significant changes occur.

Work Equipment (includes Local Exhaust Ventilation and Vibration)

Policy

Introduction

Work equipment includes any machinery, appliance, apparatus or tool or components that are arranged and controlled so they function as a whole, used at work.

The suitability of work equipment is controlled under the Provision of Work Equipment Regulations, which set objectives. Occasionally local exhaust ventilation is required alongside work equipment to control fumes or gases and occasionally equipment can cause vibrational issues.

Policy-Statement of Intent

It is the aim of this policy, to ensure, so far as is reasonably practicable the safe use, maintenance and inspection of work equipment, including local exhaust ventilation and to comply with the relevant legislation.

Employer's Responsibility

To ensure that all work equipment is used correctly, maintained and inspected, the school will:

- Provide information, instruction and training on the safe use of work equipment, local exhaust ventilation and if vibration is an issue
- Ensure machinery and equipment are kept in a safe condition
- Carry out inspections periodically and keep records
- Ensure that there is a clear procedure for reporting faults and defects and accidents
- Ensure that identified risks are eliminated or controlled
- Review this policy at least annually or if significant changes occur

Procedure

To fulfil our responsibilities, as outlined above, the school will:

- Ensure that equipment is appropriately marked with the CE marking.
- Install equipment to minimise the risks to others and the operator
- Risk assess the use of the equipment and either eliminate or control the risks
- Develop safe systems of work

- Provide necessary training, information and instruction to staff on the work equipment
- Ensure that all work equipment is regularly tested and maintained according to statutory requirements or the manufacturer's instructions
- Communicate to staff how to report defects and to remove equipment from use if faulty
- Periodically assess accident trends and ensure that serious injuries are reported.

Control of Substances Hazardous to Health

Policy

Introduction

Substances can take many forms and include chemicals, dust, fumes, vapours, mists, gases and bacteria. Therefore exposure to hazardous substances can be via inhalation, absorbed through the skin and eyes, ingestion and skin puncture by contaminated sharps.

Repeated exposure to substances could lead to ill health.

Control of Substances Hazardous to Health (COSHH) does not cover lead, asbestos or radioactive substances, because they have their own specific legislation.

Policy-Statement of intent

It is the aim of this policy to ensure so far as is reasonably practicable that exposure of pupils, staff and others to substances hazardous to health is prevented or controlled to an acceptable level and to comply with relevant legislation

Employer's Responsibility

To ensure that exposure to hazardous substances is prevented or adequately controlled, the school will:

- Risk assess the substances used by the school and obtain COSHH assessments from contractors
- Introduce measures to ensure that exposure levels are kept to a minimum
- Provide information, training and instruction for employees on the use of or exposure to hazardous substances and the risks associated with them
- Review this policy at least annually or when significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, the school will:

- Create a register of all hazardous substances and obtain safety data sheets for all of them
- Complete COSHH assessments for all the hazardous substances and obtain safety data sheets and COSHH assessments from contractors e.g. Proficient Cleaning Ltd
- Issue personal protective equipment if the COSHH specifies it must be worn
- Keep the hazardous substances out of reach from pupils

- Ensure that no one eats or drinks near hazardous substances
- Provide information, training and instruction on the COSHH assessments.

Further Information

Like in all other cases a hierarchy of control should be employed. Always try to prevent exposure at source. For example:

Can you avoid using a hazardous substance or use a safer process- e.g.do you have to use a corrosive chemical for the process

Can you substitute it for something safer-e.g. swop an irritant chemical or a non -irritant chemical

Can you use a safer form e.g. liquid rather than spray form

If you cannot eliminate the use of the hazardous substance, then controls need to be employed.

Appendix 1: School site plan

