



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Health & Safety Policy

**Agreed by Governors: March 2023**

### ORGANISATION

#### 1. General Policy Statement

The Headteacher and Governors are committed to establishing and implementing arrangements that will:

- Provide adequate control of the health and safety risks arising from the School's activities;
- Ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.);
- Ensure the premises for which they are responsible have safe access and egress for all staff, students and visitors;
- Provide adequate facilities and arrangements for welfare;
- Provide and maintain safe plant and safe systems of work without risks to health;
- Ensure all staff are competent to do their tasks, and to give them adequate training;
- Aim to prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions;
- Provide suitable information, training, instruction and supervision to keep all staff, students and visitors safe.
- Encourage all staff, students and visitors to openly discuss any health and safety issues and report any areas of concern to the School.

#### 2. Introduction

In order to achieve compliance with the General Policy Statement, the Governors and the School Management Team will have additional responsibilities assigned to them as detailed in this part policy.

#### 3. The Governors

The Governors have the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The health and safety policy and its performance are reviewed annually.
- h) Routine inspections are undertaken at the School's premises to identify any health and safety concerns.

#### **4. The Headteacher**

In his/her capacity as the key person responsible for the effective management of health & safety, the Headteacher will ensure the effective implementation of this policy by ensuring:

- a) This Policy is communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their representatives
- d) All staff are provided with information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is regularly inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled, ensuring all contractors have undertaken risk assessments before commencing any activity on the School's premises.

m) A report to the Governors on the health and safety performance of the School is completed three times per year. The report is given by the Business Manager and the H&S Link Governor who shall attend the School H&S meetings, which are held on a routine basis.

n) The Custodian of this Document and the responsibility to ensure its timely review, adherence to legislation and other compliance shall rest with the Business Manager of the School.

o) The School's Business Manager shall be responsible for the day-to-day implementation and guidance of the policy.

## **5. Teaching/Non-Teaching Staff holding Post/Position of Special Responsibility**

This includes the Deputy and Assistant Headteachers, Business Manager, Finance Manager, Cover and EVC Manager, Premises Manager, Clerical Managers/Supervisors, Senior Tutors, Heads of Department and Heads of House. They must:

a) Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

b) Develop health and safety procedures in accordance with the School's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

c) Carry out regular health and safety risk assessments of the activities for which they are responsible.

d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

e) Resolve health, safety and welfare problems that Governors of staff refer to them, or refer to the Headteacher, any problems to which they cannot achieve a satisfactory solution within the resources available to them.

f) Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.

g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

h) Refer to the separate Health and Safety Visual Inspection and Guidance Policy when carrying out routine inspections on the School premises.

i) Ensure all accidents are investigated appropriately.

j) Include health and safety in the annual report for the Headteacher.

## **6. Special Obligations of Staff Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Deputy or Assistant Headteachers on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises Manager.
- i) Report all accidents, defects and dangerous occurrences (including near misses) to the Business Manager or the Premises Manager.
- j) In the event of a student feeling dizzy, faint or becoming incapacitated for whatever reason within their lesson, the Teacher must summons help by using the School's emergency callout system on SIMS or by email or mobile phone call to the School's receptionist. The student should remain seated (preferably on the ground) until support for the student arrives. The student should not be sent to the first aid room, either by themselves or with their peers, if they are feeling dizzy, faint or are incapacitated.

## **7. Obligations of All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and well-being of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with procedures appended to this Policy.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

g) Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.

h) Exercise good standards of housekeeping and cleanliness.

i) Know and apply the procedures in respect of fire, first aid and other emergencies.

j) staff should not provide advice or guidance to parents regarding a student's health or well-being. It is important to pass on the facts of an accident or illness to parents but advice or guidance should not be provided other than through the formal Head Injury letter that should be provided to parents if the student has injured their head or neck.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## 8. Obligations of Contractors

8.1 When the premises are used for purposes not under the direction of the Headteacher then, *subject to the explicit agreement of The Board*, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control. The Headteacher and Governor responsible for Health & Safety need to be satisfied that the transfer of responsibilities for Health and Safety to an external "Principal Person" is undertaken following a review of the potential risks involved, including the competency of the external Principal Person.

8.2 All contractors who work on School premises are required to identify and control any risk arising from their activities and inform the Business Manager of any risks that may affect the staff, students and visitors.

8.3 All contractors must be aware of the School's Health and Safety Policy and Emergency Procedures and comply with these at all times.

8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors. They also have the right to remove the contractor from the workplace.

8.5 For the avoidance of doubt, the term 'Contractor' shall include those persons responsible for the short-term lease (e.g. lettings) of any of the premises within the School.

## 9. Students

Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

e) Do not expose or put others at risk of harm due to irresponsible or reckless behaviour.

## PROCEDURES AND ARRANGEMENTS

### 10. Introduction

- 10.1 The following procedures and arrangements have been established at the School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:
- 10.2 The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the School. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.
- 10.3 Since 2020, the global pandemic, COVID-19, has and continues to have an impact on everyone's lives. The School has adopted the guidance and advice from Public Health England, Department for Education, the NHS and Department of Health in managing the pandemic. The School has subsequently revised its Infection Control Policy and introduced a Covid 19 Policy.

### 11. Accident and Incident Reporting

- 11.1 All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the School Accident Report Form (HS157) and handed to the Administration Officer (First aid). All forms must be reviewed by the Business Manager or Deputy Headteacher.
- 11.2 Significant accidents as defined in RIDDOR must also be reported to the HSE using Form F2508. Such accidents are:
- a) Student/visitor is sent directly to hospital due to an accident;
  - b) Employee is off work for more than seven days due to an accident;
  - c) Fatal accident or major injuries (as listed in the RIDDOR regulations);
- 11.3 Action to be taken by the Business Manager
- a) Inform the Health and Safety Executive as soon as possible by quickest means (by telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive;
  - b) Complete RIDDOR form F2508 on line at [www.hse.gov.uk](http://www.hse.gov.uk)

### 12. Accident Investigation

- 12.1 All accidents, incidents or near misses, however small, should be investigated by the Business Manager and the findings recorded on form HS 160.
- 12.2 Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows:

- a) simple investigation (minor accident): 1 hour;
- b) standard investigation (reportable accident): 6 hours.

12.3 During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

### **13. Accident/III Health Investigation**

13.1 The Business Manager will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

### **14. Active Monitoring Systems**

14.1 Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

14.2 The forms that these systems take at the School are:

a) The examination of documents to ensure legislative and School compliance should take place annually, i.e. reviewing risk assessments, training records, induction records;

b) The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by Business Manager and H&S Link Governor;

c) Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above;

d) Safety tours, as above;

e) Audits (Health and Safety audits, HR audits, Fire Risk Assessment, etc), annually as above;

f) Regular reports to management meetings and Governors;

g) Other measures (accident monitoring, Environmental Health visits, OFSTED).

### **15. Behaviour Management**

15.1 All staff must be familiar with the School policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

### **16. Catering**

16.1 The Catering Manager is responsible for the safe operation of the catering facilities.

He/she must:

a) Be familiar with the School Health and Safety Policy;

b) Prepare risk assessments for all catering activities;

c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents;

d) Inform the Business Manager or Headteacher of any potential hazards or defects;

e) Be familiar with the current Food Safety legislation and the implications so far as the School is concerned;

16.2 School staff must not use the catering facilities and equipment without the prior agreement of the Business Manager, Headteacher and Catering Manager.

## **17. Cleaning and Maintenance**

17.1 The Premises Manager is responsible for ensuring the safe, routine maintenance and cleaning of the School premises and grounds in accordance with The Board's policies and procedures for maintenance.

## **18. Contractors**

18.1 The School is responsible for the selection and management of contractors in accordance with The Board's policy for the Management of Contractors.

18.2 Contractors should be made aware of the School's Health & Safety Policy and their obligations under it before commencing any work on site.

18.3 School staff must be aware of this policy and report any concerns regarding contractors' activities to the Business Manager immediately.

## **19. Curriculum Safety (including out of School Learning Activities)**

19.1 The Deputy and Assistant Headteachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

19.2 The risk assessments must be made known to all teaching and support staff and reviewed periodically.

19.3 Guidance from the Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS), Association for Physical Education - AfPE (BAALPE), The design and technology Association (D&TA), KCC and other lead bodies should be adopted as appropriate.

## **20. Display Screen Equipment**

20.1 The Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **21. Electrical Equipment**

21.1 The Premises Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required by legislation and good practice.

21.2 Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.



- 21.3 Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Premises Manager who will arrange repair or replacement.
- 21.4 The Premises Manager must ensure that where electrical equipment is brought onto School premises by Contractors, or during a letting, the appropriate test certificate is inspected and a statement is given by the Contractor that the equipment is in good working order and is fit for the purpose in which it is to be used.
- 21.5 Staff are reminded that they must not bring electrical equipment into the School without the permission of the Business Manager.

## **22. Educational Visits and Journeys**

- 22.1 The Headteacher and the Education Visit Co-ordinator (EVC) of Chatham & Clarendon Grammar School are responsible for ensuring that all School trips are managed in accordance with the School policy for Educational Visits and Journeys.
- 22.2 No education visit or trip can take place unless a Risk Assessment has been completed and submitted to the EVC.
- 22.3 The correct ratio of adults to students must be maintained for all trips.
- 22.4 All teachers must be familiar with this policy.
- 22.5 All visits/trips must submit the risk assessment and other relevant documentation to the Curriculum & Welfare Committee for approval prior to any visit/trip being undertaken.

## **23. Fire Evacuation Procedure**

- 23.1 Fire Drills must be undertaken three times per academic year and must be made in accordance with the procedure below. All staff, students and visitors must participate in the fire drill and follow the correct procedures.
- 23.2 In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty.
- 23.3 All staff, on entering any area of the School, should check that everything is in order. If it is not, the Headteacher and Premises Manager should be informed immediately. If there is a potential hazard, the room should be vacated and the Headteacher and the Premises Manager informed immediately

## **24. On the Alarm Sounding**

- 24.1 The Premises Manager/Caretakers on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.
- 24.2 The School is to evacuate on the alarm sounding. The priority is to evacuate the School to ensure the safety of students, staff and visitors.
- 24.3 The Premises Manager will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Deputy or Assistant Headteachers on duty (the alarm will be silenced at this point).

- 24.4 Students are to line up at their assembly point by tutor group (at registration and lunchtime) and by teacher for Periods 1-5. Subject staff should vacate the building with their class and supervise students at all times, ensuring they progress speedily to the appropriate assembly point.
- 24.5 Once at the assembly point, Tutors should register their tutor group. All staff from a department should be with their department groups and assist as required (see Appendix for roles and responsibilities). Subject staff should note that they should have checked attendance at the start of each lesson.
- 24.6 Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- 24.7 The Cover Supervisor or Administrative Officer should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked. Support staff should report to Office Staff.
- 24.8 Reception staff should evacuate any visitors from the Reception area and Meeting Room and bring visitors signing in/out book to assembly point for checking evacuation of visitors.
- 24.9 Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.
- 24.10 Everyone is to remain at the assembly point, until the 'all clear' instruction is given.
- 24.11 The Deputy, Assistant Headteachers or Business Manager will decide when classes can return to the School buildings. In the event of a fire, the Fire Brigade will take overall responsibility.
- 24.12 If the alarm sounds during break time, lunch time or holiday period, the same principles apply.

## **25. Fire Precautions**

- 25.1 The Premises Manager is responsible for:
- The formal maintenance and regular testing of the fire alarm and emergency lighting
  - The maintenance and inspection of the firefighting equipment
  - The maintenance of exit/escape routes and signage.
  - Supervision of contractors undertaking hot work.
- 25.2 All staff must be familiar with the School Fire Safety Risk Assessment, the School Emergency Plan and Evacuation Procedures.

## **26. First Aid and Supporting Students Medical Needs**

- 26.1 The School should have in place a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies are available throughout the school site.

## **27. Hazardous Substances**

- 27.1 The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

- 27.2 The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 27.3 All staff are reminded that no hazardous substances should be used without the permission of the Business Manager. The Premises Manager will complete an assessment for any authorised products
- 27.4 Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazards.
- 27.5 Where an appropriate hazardous substance is to be used in the laboratory and an assessment has not been carried out, the appropriate Deputy or Assistant Headteacher will be responsible for ensuring that the substance is assessed before it is used.

## **28. Hazardous Reporting and Health & Safety Committees**

- 28.1 An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is encouraged to report any sub-standard condition or practice.
- 28.2 The reporting of hazards, in the main, should be done verbally to the Premises Manager on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required.
- 28.3 In addition to this procedure, reports of hazards may be received via the School's Staff Health & Safety Committee, Departmental meetings/minutes or via risk assessment procedures.
- 28.4 Chatham & Clarendon Grammar School's Staff Health & Safety Committee monitors HASAW issues and advises and reports regularly to the Board. The School Staff HASAW Committee meets three times a year and comprises the Business Manager, H & S Governor, the Premises Manager, Sixth Form Manager, the Head of Science, the Head of PE, the Head of DT and the Network Manager.

## **29. Inclusion**

- 29.1 The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.
- 29.2 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- 29.3 The SENCO, Business Manager and Deputy /Assistant Headteachers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 29.4 Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

## **30. Lone Working**

- 30.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 30.2 Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal School hours or during holiday times.
- 30.3 Lone workers should not undertake any activities which present a significant risk of injury.
- 30.4 Staff should avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
- 30.5 If it is necessary and a member of staff is required to work early in the morning or after normal working hours at night:
  - a) give prior notice to the Premises Manager if intending to work late and indicate when you will be in the building;
  - b) make sure colleagues know;
  - c) check where they are likely to be in the building;
  - d) make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
  - e) if possible, take a telephone into the room in which you are working;
  - f) if you are alone, consider locking yourself in;
  - g) report your departure when you leave the premises.

### **31. Managing Medicines and Drugs**

- 31.1 No student is allowed to take medication on the School site without a letter of consent from his/her parent/carer.
- 31.2 Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.
- 31.3 Designated staff can administer medicines in accordance with the Administering Medication at School Policy.

### **32. Maintenance and Repair Equipment**

- 32.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Managers.
- 32.2 All faulty equipment must be taken out of use and reported to the Site Managers. Staff must not attempt to repair equipment themselves.

### **33. Manual Handling**

- 33.1 The Chatham & Clarendon Grammar School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- 33.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the premises staff for assistance.

- 33.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 33.4 Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

#### **34. Risk Assessments**

- 34.1 It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the School.
- 34.2 There will be a regular programme of planned assessments to be completed in high-risk areas such as Science, DT workshops, PE, etc. In other activity areas there will be annual risk assessments.
- 34.3 Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Business Manager who will prioritise issues and assign resources to undertake remedial control measures where required.
- 34.4 The EVC will ensure that risk assessments are completed by all staff who organise and lead School visits.

#### **35. Security**

- 35.1 CCTV systems are installed throughout the School. It will be used to monitor incidents and also act as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences, e.g. theft or assault.
- 35.2 Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on School premises. Premises staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.
- 35.3 All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The School accepts no responsibility for personal items brought on to the School premises. In the event of a theft in the School, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings, etc.
- 35.4 It is the responsibility of staff to take appropriate measures to maintain the security of any School equipment being used. If equipment is found to be missing or believed stolen it is important that this is reported immediately to the Business Manager. When using portable and desirable equipment such as lap-top computers, staff will be required to follow careful procedures to ensure their security.

#### **36. Severe Weather Conditions**

- 36.1 In the event of severe weather conditions, it is the responsibility of the Headteacher to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, Governors, parents, students and staff will be informed.

#### **37. Smoking and Vaping**

- 37.1 The Board have adopted a no smoking and no vaping policy throughout School premises.

37.2 All School staff and parents will be informed and signs will be on display at main entrances to School buildings.

### **38. Staff Training and Development**

38.1 The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

38.2 Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the School's Health and Safety provisions, e.g. Action to be taken in the event of a fire, Fire Exits and knowledge of First Aid arrangements.

38.3 Training must also be given to all key staff and staff with special responsibilities, such as the Site Managers, First Aid staff and Staff taking students on trips.

38.4 The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

### **39. Stress Management**

39.1 Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work Regulations 1992.

39.2 Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart. If any member of staff should suffer from these symptoms, they are advised to consult their GP without delay.

39.3 If a member of staff considers they may be suffering from stress for reasons connected with work, they should approach the Business Manager who will investigate the issue within ten working days and in the strictest confidence.

39.4 No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the Business Manager where appropriate.

39.5 On return to work for any period of stress-related illness, the School will take account of medical advice and the needs of the School when determining which duties are most appropriate.

### **40. Transport**

40.1 The Premises Manager is responsible for arranging the annual maintenance and MOT of the minibus/es. They are also responsible for ensuring that the buses are clean and maintained in good condition at all times.

### **41. Visitors Health & Safety**

41.1 Under the provisions of the Health & Safety at Work Act 1974, the School has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the School they intend to visit. They are to obey all displayed warning notices and verbal instructions.

41.2 Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work.

41.3 All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

## **42. Working at Height**

42.1 The Premises Manager is responsible for the purchase and maintenance of all ladders in the School.

42.2 All ladders must conform to BS/EN standards or any new legislation as appropriate.

42.3 The Premises Manager is responsible for completing risk assessments for all working at height tasks in the School.

42.4 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

42.5 If a member of staff needs to hang decorations or displays, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

42.6 Do not work at height when alone. If a member of staff is planning to use a step ladder ask the Site Manager to help erect it properly and have an assistant to hold the ladder steady and pass the materials that are needed.

42.7 When using a ladder, knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to keep steady.

## **43. Work Experience Placements - Students**

43.1 Prior to any work placement, the Work Experience Coordinator shall ensure the work placement carries out a risk assessment on the specific activities the pupil will undertake at the placement. Whilst it is the responsibility of the School to ensure the work placement is suitable, it is the responsibility of the work placement contractor/organisation to ensure the safety of the students whilst on its premises, or undertaking activities on its behalf.

43.2 In the event of an incident or situation that puts students at risk whilst on Work Experience, the Work Experience Co-ordinator will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

43.3 For safety reasons, students must contact the School if they do not attend a placement.

43.4 If a student cannot be contacted, the School/Work Experience Co-ordinator will make initial contact with the parents.

43.5 The School will maintain student mobile phone numbers, where possible, on the database for Work Experience.

43.6 Further information is contained within the specific Work Placement policy/procedure.

Next review: March 2025