

## Archbishop Tenison's C of E High School Health and Safety Policy



This document contains the general Health and Safety Policy for the School. Additional Health and Safety Policies to cover a particular subject or activity areas, for instance, Science or Physical Education may be held by the departments. These will refer to guidance issued by National Bodies concerned with those subject areas.

## **Archbishop Tenison's C of E High School Health and Safety Policy**

### **Review Procedures**

The Health and Safety Policy for Archbishop Tenison C of E High School will be reviewed annually and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

Date of last review: September 2025

Date next review due: September 2026

Responsible person: Deputy Headteacher responsible for Health and Safety

**Statement of Intent**

Archbishop Tenison C of E High School recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the School.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- i. Ensuring adequate welfare facilities exist throughout the school.
- j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.



Signed..... \_\_\_\_\_ .....

**R Parrish, Head teacher**

**Date September 2025**



Signed..... \_\_\_\_\_ .....

**Chair of Governors**

**Date September 2025**

## **1.0 Introduction**

- 1.2 In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.1

## **2.0 The Governing Body**

- 2.1 The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Head teacher is aware of his health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

## **3.0 The Head teacher**

- 3.1 Reporting to the Governing Body, the Head teacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) He will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He provides the final authority on matters concerning health and safety at work.
- c) The Head teacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) He delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Deputy Headteacher with responsibility for health & safety and Heads of Department.

#### **4.0 The Deputy Headteacher responsible for Health and Safety**

4.1 The Deputy Headteacher working in conjunction and the Health & Safety Committee, will advise the Head teacher on health and safety policy. Acting for and on behalf of the Head teacher, he has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

This is achieved by ensuring that:

- a) This Policy is clearly 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 safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) That incidents which may require a report to HSE under RIDDOR are identified and the appropriate reports are made within the statutory period.
- o) A report on the health and safety performance of the school is presented to Governors each term.

## **5.0 Teaching/Non-Teaching Staff holding posts/positions of special responsibility**

5.1 This includes the Senior Management Team, Heads of Departments, and appropriate Support Staff. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- b) Develop policies and procedures 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 including specific staff and student assessments where required, and submit reports to the Head teacher when required.
- 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 members of staff refer to them. They will refer to the Deputy Headteacher responsible for Health and Safety any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f)
- g) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- h) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- i) Ensure all accidents are investigated appropriately.
- j) Include health and safety in the annual report for the Head teacher.

## **6.0 Special obligations of Class Teachers**

6.1 Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head teacher or Department 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 personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

- h) Regularly check their classrooms for potential hazards and report any observed to the Site Team.
- i) Report all accidents, defects and dangerous occurrences to the Deputy Headteacher or Site Team, as required.

## **7.0 Health and Safety Committee**

7.1 The School's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative.

- a) The Committee will review all health, safety and security matters, including a review of policy at least annually.
- b) The Committee will advise the Head teacher and/or the manager responsible for health and safety, of any current issues in respect of Health, Safety and Security.
- c) Safety Representatives, whether appointed by a recognized trade union or elected by the workforce, are automatically members of this Committee.
- d) A member of the Health and Safety Committee will regularly meet with the Student Council to address any concerns/issues raised by Students.

## **8.0 Obligations of all Employees**

8.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body, School 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 current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## **9.0 Obligations of Contractors**

9.1 When the premises are used for purposes not under the direction of the Head teacher e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head teacher of any risks that may affect the school staff, pupils and visitors.

All contractors must always be aware of the School health and safety policy and emergency procedures and comply with these.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## **10.0 Pupils**

10.1 Pupils, 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 and correctly wear any Personal Protective Equipment required.
- 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.

## **11.0 Obligations of the Catering Manager**

11.1 The Catering Manager is responsible for the safe operation of the catering facilities and 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 Site Team or Head teacher 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.

School staff must not use the catering facilities and equipment without the prior agreement of the Head teacher and Catering Manager.

## **12.0 Responsibilities**

12.1 Final responsibility for Health and Safety within the School, lies with the Head teacher.

The following areas are the responsibility of the named persons: -

Classrooms	- HOD and Site Team
Workshops	- D&T Technicians
Admin. Offices	- Office Manager
Gymnasiums and sports areas	- Head of PE
Stairs, corridors, foyers	- Site Team
Boiler room	- Site Team
Toilet and shower rooms	- Site Team
Student Services & Medical room	- Office Manager
Kitchen and servery	- Caterers
Laboratories	- Head of Science/Technicians
Libraries	- Librarian
Music rooms	- Head of Music
Playground and garden areas	- Site Team

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Deputy Headteacher responsible for health & safety or in their absence the Head teacher. An attempt should be made to eliminate any immediate danger where possible without exposing themselves to unacceptable risk. A report must still be made even if the danger has been eliminated.

All employees have the responsibility of co-operating with the Deputy Headteacher responsible for health and safety to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

## **12.2 Review of Training Needs**

The Head teacher or Heads of Departments as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

## **13.0 Procedures and Arrangement**

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

#### **14.0 Asbestos**

The Deputy Headteacher is responsible for ensuring that the school Asbestos Register is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the site team.

Staff must report any damage to asbestos materials immediately to the Head teacher or Deputy Headteacher responsible for Health and safety.

If damage to asbestos material has occurs the area must immediately be evacuated and secured.

The Head teacher will immediately notify the Chair of the Governing Body and the Local authority.

#### **15.0 Electricity**

Visual inspections of electrical equipment are to take place before the start of each term.

The school engages a private company to carrying out tests on portable electrical equipment.

Tests are carried out at the intervals agreed with the contractor and the results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the site team to enable a test to be completed, if required, before the item is used. This includes items on loan or gifts.

The use of multi adapters is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

#### **16.0 Fire and Emergency Procedures**

The Head teacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school Emergency Action Plan and Evacuation Procedures are regularly reviewed.
- c) The provision of Fire Awareness training to all staff.
- d) That an Emergency Fire Drill is undertaken every term or more frequently as required. At least one of these must be without any form of notice being given to any members of staff.

The Deputy Headteacher is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the firefighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Safety Risk Assessment, the school emergency plan and evacuation procedures.

The school must have an emergency lockdown procedure and all staff must be familiar with the procedure. The Governors must approve the procedure.

## **17.0 First Aid (also see First Aid Policy)**

The qualified first aiders(s) are shown on **APPENDIX 2** along with location of first aid cupboards and appointed persons. All first aid advice or treatment needs to be noted in the pupil's planner. If the treatment is severe the parents need to be informed and noted in the first aid logbook held in reception

Staff may from time to time in the course of their work have to deal with body fluids, such as vomit, diarrhoea, blood or materials contaminated with body fluids. Viruses may be present in any body fluids, including Hepatitis B or HIV, but the risk of transmission is minimal, if not eliminated, as long as staff adopt sensible precautions.

Staff are advised to contact the site team first and only deal with body fluids themselves if necessary (e.g. if the site team are unavailable).

Certain infections can only be transmitted by direct contact, that is via open cuts or abrasions.

Good personal hygiene should be common practice at all times.

Viruses cannot penetrate intact skin.

### **1. First Aid measures**

All cuts/abrasions to the skin sustained during the working day must be washed immediately with soap and water.

All cuts/abrasions to the hands and fingers must be covered with a waterproof dressing whilst at work.

Disposable gloves must be worn when dealing with blood and body fluids. The site team will ensure these are readily available.

Hands must be washed thoroughly with soap and water after handling blood and body fluids and on removal of the gloves.

### **2. Clearing up of bodily fluids**

It is essential that all body fluids are cleaned up as quickly as possible and usually this task would be designated to the Site Team. If no members of the site team are available a volunteer member of staff will carry out the task.

Employees (and voluntary workers) must be appropriately trained and clearly understand the procedures in place for clearing up body fluids.

### **3. Disposal of Waste**

Small amounts of clinical waste (blood and body fluids) and will be double bagged, tied and disposed of in the routine manner via usual refuse collection.

Spillages of blood and body fluids to be notified to the Site Team or nominated person for immediate cleaning up of the spillage.

(recommended cleaning – blood: 1 10 of bleach solution)

(recommended cleaning - all other body fluids: disinfectant solution).

Accidents to be reported/recorded promptly.

### **4. Disposable Gloves**

To avoid the risk of allergic reaction disposable gloves must be non-powdered and non-latex.

## **5. COVID-19 Precautions**

The school has published the risk assessments for operation during the epidemic caused by COVID-19. All staff and students must be familiar with these and act in accordance with them at all times.

There are special instructions for dealing with those who show symptoms indicative of possible infection. These will be issued to all staff. There must be no deviation from these published procedures.

The school will update documents and procedures as new instructions are issued by the Government. The school will ensure staff and students are immediately made aware of any changes.

## **18.0 Managing Medicines and Drugs**

No pupils are allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head teacher/Deputy Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

## **19.0 Manual Handling**

Serious injury can result from heavy loads being lifted incorrectly and every attempt must be made to avoid the need for manual handling of bulky and heavy objects wherever possible.

In general terms staff should not handle loads in excess of 25Kg on their own although this is not a fixed figure and everyone has a different capacity and a different level of experience.

Training, guidance and instruction will be given to all staff whose duties include moving loads.

Staff should not attempt any operation if they are not absolutely confident that they can safely do so. They should seek assistance if they are in doubt.

Staff should be familiar with the guidance issued by HSE regarding manual handling.

<http://www.hse.gov.uk/pubns/indg143.pdf>

## **20.0 Display Screen Equipment (DSE)**

The regulations define a "user" as someone who works continuously at a computer workstation for periods in excess of one hour.

The school will carry out assessments for all staff who fall into this category and issue appropriate information.

Risk assessment will be repeated at intervals or if the member of staff exhibits any of the problems commonly associated with the use of display screens.

Staff who are users are entitled to an eye test which will be paid for by the school should they require it.

Further information can be found at

<http://www.hse.gov.uk/pubns/indg36.pdf>

## **21.0 Reporting Accidents**

Regulations regarding the reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) are published by HSE and must be followed in all appropriate cases.

All staff will be made aware of these regulations and their importance.

Any accident or injury is to be reported by the person or persons involved in the accident, or by the head of department, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the main office. A member of the SLT is to ensure that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

All accidents and near misses no matter how small must be reported using the school's published procedure. A copy of the report must be sent to the Deputy Headteacher responsible for Health and Safety.

The reporting of near misses is as important as that of actual accidents because action taken following the near miss is the best way of preventing a future accident.

Risk assessments for the activity taking place when an accident or near miss occurs must be reviewed.

Information on RIDDOR and what requires a report to be submitted is found at

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

## **22.0 Use of premises outside working hours**

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Conditions of Booking form should accompany every acknowledgement of a booking. This will be sent out by: Finance Manager at time of booking

When the caretaker opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc.

## **23.0 Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site staff may regularly be lone workers and therefore carry radios at all times but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Site Team or reception of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Lone workers operating during holiday periods should be given a contact number for a member of office staff who is on site or be issued with a radio so that they can contact one of the site staff.

More information can be found at

<http://www.hse.gov.uk/pubns/indg73.pdf>

## **24.0 Security**

The procedures for clearing the school and setting the alarms are:

All teachers on site to move to staffroom to enable lock up off classrooms at 5.30pm

Staff to vacate school at 6pm to allow the school site to be checked and alarm to be set.

The users of dangerous or high value items such as chemicals, radioactive sources, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the School Reception as soon as they enter the premises. They should sign the visitor's book and obtain a pass. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Head teacher.

## **25.0 Contractors**

All contractors must report to the School Reception to sign in before work commences. Out of hours, such work must be authorised, and contractors briefed.

Monitoring of contractors on site will be carried out by:

### **The Site Team**

#### **Deputy Headteacher responsible for health and safety**

If staff feel that something is dangerous then the Site Team or Deputy Headteacher responsible for health and safety should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.

No grass mowing is to take place while children are on the grass areas.

No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

## **26.0 Action on identifying potential or actual hazards**

If any member of staff identifies a hazard it is their duty to report the fact to the Site Team as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm, then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

## **27.0 Communicating Health and Safety**

The Head teacher has the duty of ensuring all members of staff read this Safety Policy and that copies of this policy are displayed on the Staff Room noticeboard and are on the school web site.

Any amendments to any policy will be circulated to all staff. Any hazards that are brought to the attention of the Head teacher from any source will also be circulated to staff who may be affected.

Heads of Departments are responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks to the relevant staff.

The Head teacher will ensure that all injuries, accidents, near accidents and damage that may lead to a hazard, will be investigated and that they are reported to the appropriate authority.

Safety will be a regular item on the agenda of staff and departmental Meetings.

Heads of Departments are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to Heads of Department.

## **28.0 Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Deputy Headteacher.

Heads of Department are responsible for the maintenance and inspection of Department specific equipment. Where Managers hold budgets for maintenance, or is carried out in house, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Deputy Headteacher or Head teacher. Staff must not attempt to repair equipment themselves.

## **29.0 Manual Handling and Lifting**

The Head teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Team for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **30.0 PE Equipment**

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department.

### **31.0 Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Head teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager.

### **32.0 Risk Assessments**

It is the Head teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head teacher is responsible for undertaking general risk assessments apart from the areas listed below.

Heads of Departments will undertake risk assessments for their specialist areas.

The Deputy Headteacher will undertake risk assessments for maintenance and cleaning.

The Education Visits Co-ordinator will ensure that risk assessments are completed by all staff who organise and lead school visits.

### **33.0 Security/Violence**

The Head teacher and Deputy Headteacher are responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Head teacher is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area or area of the school where assistance is available. The Head teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head teacher.

#### **34.0 Site Maintenance**

The Deputy Headteacher is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head teacher.

All staff are responsible for reporting any damage or unsafe condition to the Deputy Headteacher or Site Team immediately.

#### **35.0 Smoking**

It is illegal to smoke anywhere on the school premises including vaping.

#### **36.0 Staff Training and Development**

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

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

#### **37.0 Wellbeing**

The school governors and Head teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

The school has staff who are trained to help in cases of mental health problems.

All staff and students should be observant and talk to anyone who seems to be showing a significant change in behaviour. They should not hesitate to talk to one of the above trained staff if they feel unable to approach the person themselves or if it becomes clear during a conversation that the person needs help.

### **38.0 Visitors**

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs. Contractors are required to sign in at Reception where a visitors' badge will be issued.

### **39.0 Working at Height**

The Deputy Headteacher is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Deputy Headteacher is also responsible for ensuring risk assessments for all working at height tasks in the school, are undertaken.

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

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is dangerous and is not permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Team to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your 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 steady yourself.

### **40.0 Slips, Trips and Falls**

Many injuries are caused by slipping, tripping or falling. The injuries may not always be serious but they are mainly avoidable incidents.

The following routine precautions will be taken.

Barriers or cones will be used to segregate or draw attention to work areas. They must be deployed in such a way that they do not in themselves present a trip hazard.

Care should be taken when deploying signs or barriers near to doors where they may not be easily seen. Suitable warning signs must be used.

Cleaning tasks should be performed wherever possible at times when footfall is at a minimum.

Spillages must be cleared up as soon as possible.

Where possible cleaning should be by sweeping rather than by use of liquids.

Walking surfaces should be maintained in good condition.

Steps should be clearly identified.

Handrails are provided where required.

Floors made wet by the ingress of rainwater, snow or ice are made safe as quickly as possible.

Trailing leads must not be used, and electrical equipment must be disconnected when not in use.

Parcels, items of equipment and deliveries must not be left in walkways.

#### **41.0 Control of Substances Hazardous to Health (COSHH)**

The responsibility for ensuring the safety of hazardous substances rests primarily with Heads of Department, site staff and the kitchen manager.

They are responsible for the safe handling, storage, transport and disposal of each chemical in accordance with the manufacturer's safety advice and that contained in CLEAPS,

The Deputy Headteacher responsible for Health and Safety will ensure that exposure to hazardous substances is appropriately controlled in all cases. Staff who may come into contact with such materials are to be competent and must be given sufficient information on the H&S issues relating to the type of work being undertaken and the substance used.

Relevant staff are made aware of the current disposal procedures including the use of spill kits and how to contain any spillage of hazardous materials.

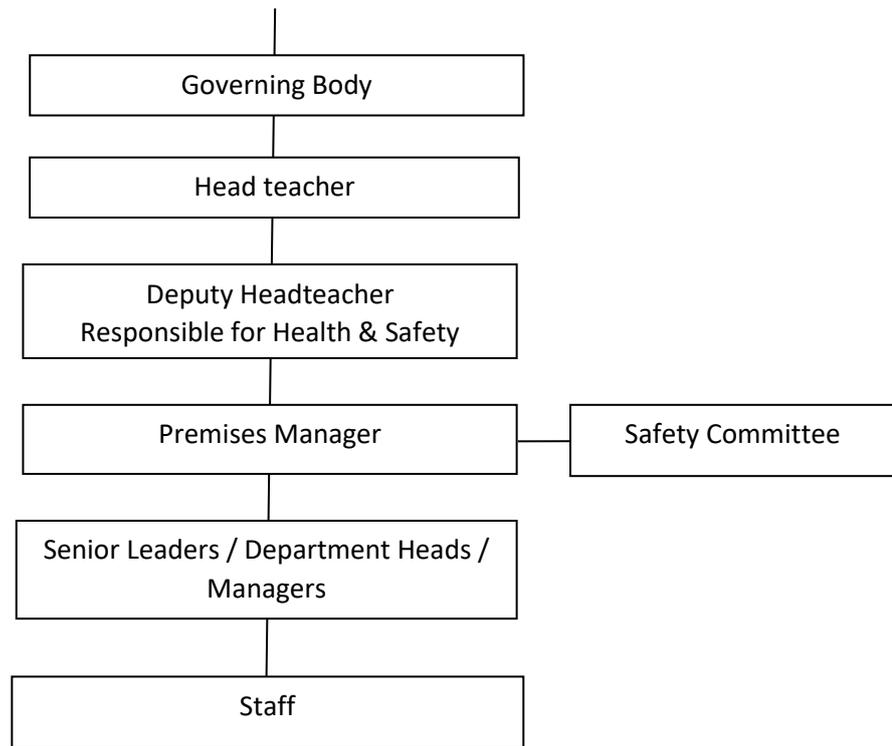
Hazardous substances must only be stored in correctly labelled containers and appropriately designed containers.

PPE is used to control the risks associated with COSHH. Staff must use PPE as directed by Heads of Department or the AHT responsible for health and safety.

Relevant information can be found at

<http://www.hse.gov.uk/pubns/indg136/pd>

## Appendix 1 – Health and Safety Organisational Chart



## **Appendix 2 –Supporting Policies and Procedures**

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. Educational Visits and Journeys
2. First Aid
3. Managing Contractors
4. Safeguarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Control of infection
7. Wellbeing
8. Fire risk assessment and procedures
9. Asbestos Management
10. Minibus Policy