Cannon Lane Primary School

Health and Safety Policy

Approved by:	FGB	**Date:**	
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Part 1: Health and safety policy statement of intent

This policy is based on the model policy provided to us by Carstens & Robinson our Health & Safety consultants. This policy should be read in conjunction with Harrow Council's Health & Safety handbook for employees.

The school is committed to ensuring the highest standards of health, safety, and welfare of students, staff, contractors, visitors, and others are maintained whilst studying or working at the school or during any associated lawful activities.

The school will ensure that all the requirements of the Health and Safety at Work, etc Act 1974 and other relevant health and safety legislation are met. In particular, the school will provide and maintain so far as is reasonably practicable:

- Plant and systems of work that are safe and without risks to health
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees and those affected by the work of employees
- Places of work in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe
- A working environment that is safe, without risks to health, and with adequate facilities and welfare arrangements

In addition, the school will meet the health and safety requirements of the Management of Health and Safety at Work Regulations (MHSWR) 1999, including conducting risk assessments, developing emergency procedures, and providing health surveillance. The school will also ensure it has access to competent health and safety advice.

The employer Harrow Council has delegated certain responsibilities for health and safety as identified in part 2 of this policy. The employer Harrow Council recognises that ultimately it retains responsibility for health and safety.

Significant hazards to students, staff and others affected by the work of the school will be identified through risk assessment and these risks will be adequately and proportionately controlled. All staff will be consulted with on health and safety matters, but cooperation on the part of all staff is vital to the successful implementation of this health and safety policy. The school will ensure that all staff are competent to do their tasks by providing appropriate adequate training, information, instruction, and supervision. The employer and the school will ensure that adequate resources are allocated for the management of health and safety.

Health and safety performance will be monitored by governors, and regular audits and inspections of the school will be carried out. This policy will be regularly reviewed and updated if required.

Chair of Governors / Trust Board		Headteacher	
Name	Sarah Skerton	**Name**	Martin Belfrage
Signature		**Signature**	
Date		**Date**	

Part 2: Roles and responsibilities for health and safety

2.1 Employer (Harrow Council)

The overall responsibility for health and safety lies with the employer. The employer will:

- Comply with the requirements of the Health and Safety at Work, etc Act 1974.
- Ensure that there is an effective and enforceable health and safety policy for the school.
- Review the effectiveness of the health and safety policy and associated arrangements at least annually.
- Ensure that all significant health and safety risks have been identified and suitable control measures put in place.
- Regularly review the effectiveness of these control measures.
- Ensure that adequate resources are assigned to managing health and safety including maintenance of the premises.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.
- Promote high standards of health and safety in the school.

2.2 Headteacher

The Headteacher has day to day responsibility for health and safety in the school. The Headteacher will:

- Ensure that a safe working environment is maintained.
- Ensure that all delegated health and safety functions are carried out.
- Ensure that risk assessments are made and recorded for all the school's significant risk to the health and safety of employees or other persons.
- Ensure that staff and other relevant parties are consulted with and communicated with on health and safety arrangements.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.
- Ensure that appropriate resources are allocated for the management of health and safety.
- Ensure that staff have the appropriate training and competency for their roles.
- Ensure appropriate procedures for authorisation of educational visits are followed.
- Ensure that there are suitable emergency procedures which are tested regularly.
- Promote a positive health and safety culture in the school.

2.3 Health and Safety Lead (School Business Manager)

The health and safety lead will:

- Be responsible for the day-to-day management of health and safety matters in the school in accordance with the health and safety policy and ensuring that health and safety arrangements are carried out.
- Ensure that risk assessments are made and recorded for all the school's significant risks to the health and safety of employees or other persons.
- Ensure that annual health and safety inspections are carried out and that remedial action is taken following health and safety inspections.

- Provide health and safety induction training for all staff.
- Identify staff health and safety training needs and arrange for them to be provided.
- Ensure that the correct accident reporting procedures are followed and that accidents are investigated.
- Ensure that information received on health and safety matters is passed to the appropriate people.
- Co-operate with and provide necessary facilities for trades union safety representative.

2.4 Premises Manager

The Premises Manager will:

- Oversee day to day premises health and safety including statutory inspections and checks
- Ensure that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place in the school.
- Manage external contractors on site and ensure contractors working in the school comply with school requirements, including checking of competency of contractors and any risk assessments or method statements prior to work starting.
- Ensure that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept.
- Ensure that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff
- Ensure that all premises staff have appropriate training to carry out their roles.
- Ensure that any equipment including personal protective equipment is properly maintained.
- Ensure that any materials or substances are stored, use, and disposed of appropriately.
- Resolve any defects or hazards that are brought to his/her notice or escalate, as necessary.

2.5 Educational Visits Co-ordinator

The Educational Visits Co-ordinator will:

- Ensure that there is a robust procedure for the planning, assessment, and approval of all educational visits.
- Maintain their own knowledge and competency in relation to educational visits.
- Ensures that visit leaders are competent.
- Investigate all incidents on educational visits and ensure that any learning is captured and disseminated to relevant persons in the school.

2.6 All Staff

All staff employed at the school have responsibility for health and safety towards themselves and others. All staff will:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Co-operate with the employer and their representatives on health and safety matters.
- Check classrooms, work areas and equipment are safe.
- Ensure that safe working procedures are followed and in accordance with any training they have received.

- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report immediately to the Headteacher or their Line Manager any serious or immediate danger.
- Report to the Headteacher or their Line Manager any shortcomings in the arrangements for health and safety.

2.7 Pupils

All pupils will:

- All pupils are expected, within their expertise and ability, to take personal responsibility for the safety of themselves and their fellow pupils
- Comply with standards of dress appropriate to activity and as per school uniform requirements
- Follow all safety rules, particularly the instructions of staff in the event of an emergency
- Not to use, wilfully misuse, or interfere with things provided for safety purposes. This will be communicated to children through direct instruction and school policies

2.8 Contractors

All contractors will:

- Ensure safe working practices by their own employees and to those that may be affected by their work.
- Provide evidence of relevant competency in relation to the work they are carrying out.
- Provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures.
- Where carrying out intrusive building works must view and understand asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this.
- Comply with the school rules and participate in any emergency drill.

2.9 Hirers

All hirers of school premises or facilities will:

- Sign the lettings agreement and comply with the requirements of the lettings agreement.
- Provide risk assessments on request.
- Not carry out any activities or bring any equipment into the school without permission beforehand.
- Not carry out any activities or practices which are unsafe and could injure other school users or school premises.
- Any equipment or materials brought onto the school site must be compliant with all relevant health and safety requirements and maintained as such.
- Comply with the school rules and participate in any emergency drill.

2.10 Visitors

All visitors should comply with any health and safety instructions given to them by school staff or their representatives. Visitors should report any health and safety concerns to a member of school staff.

2.11 Competent person (Carstens & Robinson H&S consultants)

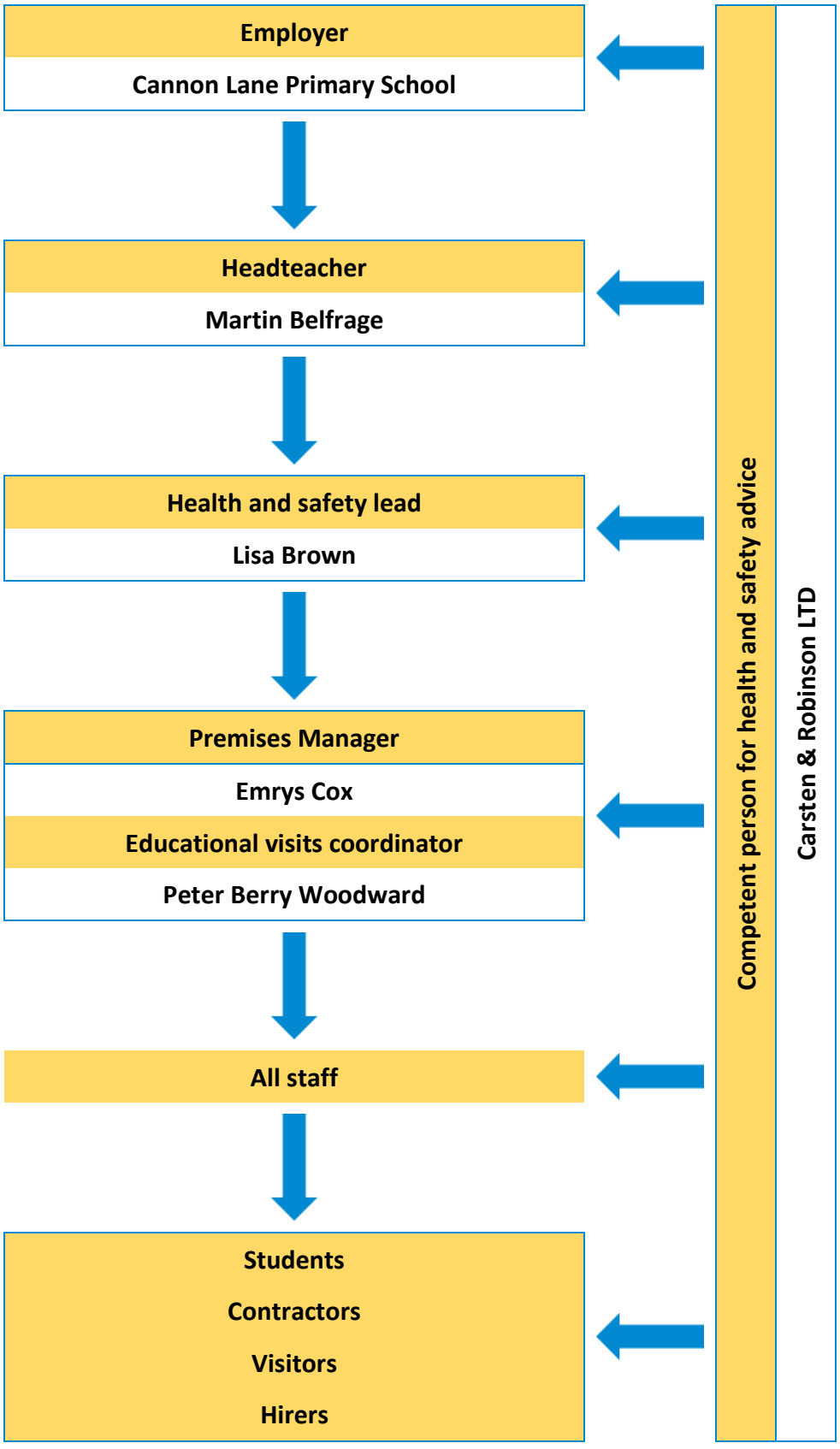
The competent person will:

- Provide health and safety advice and support to the school.
- Assist the school in managing health and safety.
- Undertake reviews of health and safety performance, where requested to do so, and provide feedback on school policies, risk assessments and procedures.
- Provide updates on changes in legislation or best practice to the school as needed.
- Be suitably qualified in health and safety and experienced in education health and safety.
- Maintain their own professional competency and knowledge.

2.12 Key health and safety roles within the school

Role	Name
Employer	Cannon Lane Primary School
Chair of Governor	Sarah Skelton
Headteacher	Martin Belfrage
Health and Safety Lead	Lisa Brown
Premises Manager	Emrys Cox
Educational Visits Coordinator	Peter Berry-Woodward
Competent person	Jon Robinson

2.13 Organogram of health and safety responsibilities



Part 3: Arrangements for managing health and safety

The arrangements section provides more information on how specific areas of health and safety will be managed. A summary of how key health and safety issues is included within this section. Where appropriate links to other school procedures or policies will be included.

3.1 Health and safety management arrangements

3.1.1 Risk assessment

There is a separate risk assessment policy and procedure which provides more detail on the arrangements for undertaking risk assessments in the school. Key staff who are required to complete risk assessments will be identified and supported to complete risk assessments for their areas of responsibility.

A register of all school risk assessments will be maintained by the Health and Safety Lead. Monitoring of risk assessments will be carried out by the Health and Safety Lead and reported to SLT and Governors on a regular basis.

3.1.2 Training

Health and safety training needs for all job roles will be identified and documented in a training matrix. This matrix will be kept under regular review.

All staff will receive a general health and safety induction on starting at the school delivered by the Health and Safety Lead. Where there is job specific induction training required, this will be the responsibility of the Line Manager or Head of Department to provide.

Training records will be maintained and kept under regular review to ensure all training is provided at appropriate frequencies. Effectiveness of training will be carried out via monitoring of practice, incident cause and interviews with staff.

3.1.3 Consultation and communication

Health and safety information will be provided to staff in the staff handbook, via the school website and via email, and this policy. In addition, regular updates on health and safety will be provided at staff meetings, briefings, and emails as required.

3.1.4 Monitoring and review

The school business manager will conduct a weekly site walk with the site supervisor. At least once every half term the school business manager will carry out a health and safety inspection of the school. At least annually the health and safety governor will carry out an inspection and review of health and safety. External audits of health and safety will be arranged and carried out on a regular basis.

Regular progress monitoring and compliance with any actions identified by inspections and audits will be carried out by the Health and Safety Lead. Significant findings from inspections and audits will be reported to governors will monitor close out of any actions.

Risk assessments and policies will be subject to regular review and monitoring.

3.1.5 Incident reporting and investigation

All incidents for students will be recorded by the welfare team. For minor incidents, the welfare spreadsheet will be used, but for more serious incidents these will be recorded in the incident book. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management. All staff incidents will be recorded formally as an accident report.

Where incidents meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) the Health and Safety Lead will ensure that the Health and Safety Executive is notified.

In general, RIDDOR only applies to people at work. Pupils are not at work and so are regarded as members of the public for RIDDOR. However, injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

All incidents will be proportionately investigated and findings documented. For minor incidents this may be the case that no further action is needed e.g. for a curriculum sports injury, but for more serious incidents a formal investigation will be carried out and documented. The Health and Safety Lead will ensure that appropriate investigations are carried out and that any findings are acted upon.

A summary of incident reports will be presented to the Health and Safety Committee and Governors termly. Incident trends will be identified and remedial action taken as required.

3.1.6 Emergencies

The school has emergency arrangements in place for fire evacuation and lockdowns. There are separate procedures in place for these emergencies. These procedures will be regularly tested. Fire evacuations will be carried out on a termly basis. Bomb threat and lockdown procedures will be tested as required.

3.2 Specific arrangements

3.2.1 Fire safety

A fire risk assessment will be completed for all buildings by external consultants and this will be reviewed annually to ensure that standards are maintained and any remedial actions have been addressed.

All fire protective and preventative devices e.g. fire alarms, extinguishers, emergency lighting etc will regularly checked by premises staff, and inspected and maintained by competent contractors.

Fire evacuation arrangements are in place and personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Fire evacuation drills will be carried out termly.

Fire

The Headteacher has overall responsibility for ensuring that statutory fire precautions and provisions are adhered to.

Issues of agreed procedures are:

- The action to be taken on hearing the fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and location of alarm points;
- The location of firefighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- Appreciation of the importance of fire doors and the need to close all doors and windows.

If you discover a fire

- Raise the alarm by breaking the glass at the nearest alarm point
- It is the duty of all adults to know these positions

Fire Drill/Emergency Procedures requiring Evacuation

- As soon as the fire alarm sounds (a loud continuous alarm) all children and adults must stop what they are doing and walk out of the building through the nearest exit.
- Exit routes are displayed in each classroom, activity or office space which staff and pupils use.
- The registers will be distributed to each class (YR – Y6) by the office team, when staff and pupils are assembled in the playground after evacuation and the office team to the 3 Reception classes who will assemble on the field.
- The Visitor's Book and Children's "Signing in and out Book" will be brought out by the office team
- Registers are checked by name to ensure that all children are present (a head count is insufficient).
- Registers must then be returned to the office team and class teachers must report that all children are accounted for.
- Nobody must go back into school. If a child/adult is missing it must be reported to the Headteacher.
- The Headteacher or a member of the Leadership Team will check that class numbers tally.
- Adults are requested to have a "buddy" if they are not part of a Year Group Team to ensure adult evacuation is checked as far as reasonably possible.
- When the Site Manager or Assistant Caretaker has ensured that the building is safe, classes may then return to the school building.
- Children must walk in and out of the school sensibly and line up quietly.
- If the normal exit is blocked for any reason, then the nearest available exit must be used.
- These happen once a term and can be planned or unplanned.
- Recorded practice fire drills are carried out with After-School Club and Breakfast Club.

Lunchtime Fire Procedures

- All SMSAs on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure that no child re-enters.
- In the event of fire, the bell is to be rung and children to line up in designated areas.
- SMSAs, in areas where the children are eating, shall evacuate all children away from the building and ensure that the toilets are vacated.
- The Headteacher or members of the Leadership Team will ensure, as far as is reasonably practical, that the rest of the building is vacated.
- Class Teachers will take registers in the normal way.
- All available staff on site will help to evacuate children and take registers where necessary

In the event of a fire or bomb alert, the Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see Fire Drill procedure).
- In the event of a bomb alert follow Harrow's guidelines.
- Ensure that office staff phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.
- Remain at the front or back of the school to meet the Fire brigade/Police and direct them to the incident.
- All children and adults must remain outside on the playground until the all clear has been given.

Fire Prevention Equipment

- There are regular inspections of fire extinguishers, fire alarm systems and emergency lighting/smoke detectors where available.
- Records are kept up-to-date

All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction. Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g. fire wardens will receive additional training for their role.

3.2.2 Asbestos

An asbestos management survey will be held for all buildings built before 2000. This management survey will be subject to periodic re-inspection. An asbestos risk register comprising material and priority assessments is held and reviewed annually. The risk register will form the basis of a site-specific asbestos management plan, which will be reviewed annually. The condition of known asbestos containing materials be monitored through visual inspection at least annually or in frequencies guided by the asbestos risk register.

Staff who procure, manage, or carry out works in the school will be provided with asbestos awareness training.

Before any contractors start work in the school, they will be required to review relevant asbestos records and confirm their understanding of the school's asbestos management requirements. Where intrusive building works are planned then asbestos demolition or refurbishment surveys will be undertaken and appropriate remedial action taken before works start.

3.2.3 Legionella

A Legionella risk assessment will be completed for all buildings and will be reviewed annually. A written scheme of control identifying key roles and responsibilities for Legionella will be held and reviewed every 2 years or when the risk assessment is reviewed.

A Legionella management system will be maintained comprising of a weekly flushing through of little used water outlets, monthly temperature testing of hot and cold-water systems, and quarterly descaling of shower heads and other risk areas. In addition water hygiene contractors will carry out 6 monthly and annual tests and inspections on the water system. Sampling for Legionella bacteria will be carried out as advised by the school's Legionella consultants. A water hygiene logbook will be maintained for all checks, tests, and inspections.

3.2.4 Maintenance and inspection

The school will have a programme identifying all statutory and other maintenance and inspection that is required to keep the schools building and equipment in safe, full working order. This programme will be monitored by the Premises Manager and Health and Safety Lead to ensure that all items are addressed within the appropriate timescales. This monitoring will also include carrying out all remedial works identified from maintenance and inspection reports within recommended timescales. Maintenance and inspection will include provision for statutory items such as pressure vessels, and lifts / lifting equipment.

Regular inspections of the school and grounds will be carried out. These will comprise of a system of daily, weekly, monthly, termly, and annual checks. These checks will be documented and monitored to ensure any actions identified have been addressed. Minor defects and issues will be reported to the Premises Team via the helpdesk / email. Monitoring of close out of these issues will take place.

3.2.5 Contractors

The school will ensure that any contractors working on behalf of the school are competent to carry out their work. A selection process will ensure that key items are checked and verified prior to appointment. For larger projects, the school may appoint external advisors to assist with selecting and managing contractors. When on site, contractors will be provided with a site induction detailing school rules for working safely and provide information on any known hazards e.g. the presence of asbestos.

3.2.6 Security

All staff have a responsibility for the safety and security of the site, premises, equipment, and persons. Visitors cannot access the school grounds and buildings unless they are buzzed in by reception. External lighting, CCTV, and secure fencing are installed on the school grounds. An intruder alarm is fitted and there is a response protocol in place for any alarm activations. All security systems and equipment are maintained by competent contractors.

All staff are required to always wear ID badges. Where visitors or contractors have unaccompanied access to the school will require to provide a DBS check and identification. All other visitors must be always accompanied by a member of school staff.

Security arrangements will be periodically reviewed.

3.2.7 Traffic and Transport

Vehicle and pedestrian movements on site have been risk assessed. There are clearly marked pedestrian entrances and routes which are separated from vehicle entrances. Vehicle access gates will be locked at peak time e.g. start and end of school. Staff will supervise entrance and exit areas at peak times and they will be supported by members of SLT.

Deliveries to the school will not be permitted at peak times e.g. start and end of school. Deliveries that need to go on to the school site at key times will be always escorted.

3.2.8 Electrical

All portable electrical appliances will subject to regular Portable Appliance Testing (PAT) in accordance with a fixed schedule. Lower risk items e.g. IT equipment will be tested less frequently than higher risk items e.g. kettles, corded power tools etc.

The use of extension leads and adapters will be reduced as much as possible. Where they must be used, they will not be overloaded or daisy chained.

Staff are discouraged from bringing in personal electrical into the workplace. However, it is impractical to prevent the use of items such as mobile phone chargers. Items such as these that are brought into school must be in good condition and manufacturer original items. Personal electrical equipment with heating elements (e.g. kettles, toasters, and other cooking equipment) should not be brought into the school under any circumstances.

All electrical circuits will be inspected and tested every 5 years by competent contractors and all remedial actions will be taken within in recommended deadlines.

3.2.9 Gas

All gas equipment will be subject to regular maintenance and inspection by competent and qualified persons e.g. Gas Safe registered. Equipment includes boilers / plant, kitchen appliances, science and food technology spaces, flues, and gas supply pipework and fixtures. There will be suitable ventilation in all rooms where gas appliances are installed. Where identified remedial repairs will be carried out promptly and by competent persons. Key staff will be briefed on emergency arrangements if there is a suspected or confirmed gas leak. Science and food technology labs will be fitted with isolating devices so that use is controlled by teachers and emergency shut off devices will be fitted.

3.2.10 Noise / vibration

Where a risk from excessive noise or vibration has been identified a risk assessment will be completed and control measures implemented. Whilst there is some potential for noise and vibration within the D&T department and premises team it is not believed that staff are near to exposure thresholds for noise or vibration. However, personal protective equipment will be provided and any new equipment purchased will be reviewed for noise and vibration.

3.2.11 Work equipment

All work equipment will be selected so that it is suitable for the intended use. It will be safe for use and be maintained in a safe condition. All protective devices and controls will be checked regularly and prior to operation. Equipment will only be used only by people who have received adequate information, instruction, and training. Equipment will only be used in accordance with suppliers' specific requirements and only for its intended purpose. Defective equipment is to be reported and taken out of use until it can be repaired.

3.2.12 Personal protective equipment (PPE)

Where identified by risk assessment as an additional control measure following other collective control measures then specific PPE will be identified and provided for staff and pupils to use. PPE will be provided free of charge. All PPE to be used will be in line with relevant standards. Staff will be issued with PPE suitable for their individual use, and where possible a choice of suitable PPE will be

offered. There will be processes in place for storing and cleaning PPE, reporting defects, or obtaining replacements. Where PPE must be worn then appropriate signage will be used to identify these areas. Consideration will be given to ensuring that additional risks are not encountered when using PPE. Staff and others will be trained in the correct use of PPE. Use of PPE will be regularly monitored to ensure that it is worn correctly.

3.2.13 Wellbeing

The school recognises the importance of promoting positive staff health and wellbeing. The occupational health service helps staff returning to work from longer periods of absence and the school is committed to supporting this process.

Workplace stress is recognised by the Headteacher and Governing Body as a legitimate problem affecting staff and one which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical wellbeing of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff is encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore it is the school policy that appropriate members of staff will be kept informed of any changes in so far as they may affect their own activities in the workplace and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence. Staff may seek further consultation through the Occupational Health Team via Harrow Council.

3.2.14 Medical / First Aid

A first aid needs assessment has been completed to identify how many trained first aiders the school needs. Welfare and other key staff who provide first aid on a regular basis have received relevant first aid at work training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of the school. Other teaching and support staff will hold emergency first aid at work qualifications and unless approved by exception every school trip will have a first aid trained member of staff. Contact details for first aiders will be kept up to date.

The medical room is managed by welfare staff and sufficient first aid supplies will be maintained as well as secure storage for medicines. The provision of medicines is covered within the administration of medicines policy, but only medicines with parental approval will be kept in school. Asthma management is covered within this policy.

All pupils or employees requiring specific medication or who have particular requirements shall have these details recorded and relevant members of staff will be informed.

Care plans and specific needs are stored; in the Medical room, on our central server and each year group has copies of relevant plans/children's needs.

All contaminated material must be placed in a bag and fastened securely, then placed in the First Aid bin specifically designated for First Aid waste disposal.

A record is kept in the Staffroom and the Welfare Room of any major allergies, long term illness

3.2.15 Welfare facilities

All staff will have access to suitable and sufficient welfare facilities including rest and changing. The staff room has facilities for drinking water, kettles, fridges, and microwaves. There are dedicated staff toilets available and welfare facilities will be cleaned daily.

The school premises will be planned and maintained to provide appropriate levels of lighting, heating, and ventilation. Regular checks of premises will be carried out to ensure that premises and welfare facilities are maintained to a sufficient standard. Minor defects and issues can be reported to the premises team via the premise's helpdesk.

3.2.16 Smoking and Vaping

The school and grounds are designated as smoke free. Any persons wishing to smoke or vape must do so off the school grounds away from the perimeter of the school and in their own time.

3.2.17 Display Screen Equipment (DSE)

All staff who regularly work at a computer e.g. staff who use DSE daily, for an hour or more at a time, will be classed as a DSE user. Those with infrequent or short-term use of computers will not be classed as a DSE user. All DSE users will be required to complete a self-assessment for their workspace. Where there are complex or medical needs, competent advice will be sought on making reasonable adjustments.

3.2.18 Hazardous substances

Where hazardous substances are required, each use will be reviewed and consideration given to reducing use of hazardous substances e.g. by using a lower hazardous content alternative content.

For each hazardous substance used, the material safety data sheet from the supplier will be reviewed and a Control of Substances Hazardous to Health (COSHH) risk assessment covering the use of the substance will be completed. A register of all hazardous substances will be maintained and used for reviewing use and assessments.

All staff responsible for managing hazardous substances and completing COSHH risk assessments will be provided with training on their role. All staff using hazardous substances will be provided with information and relevant training on their correct use.

All hazardous substances will be stored securely and only accessible by authorised users.

3.2.19 Manual handling

All staff will be provided with general information on the risks from manual handling, correct handling technique, and where to get assistance from as part of their induction. Staff where regular

manual handling forms a significant part of their role e.g. site team, IT team, technicians etc will be provided with manual handling training. Refresher training will be provided every 3 years.

A general manual handling risk assessment will be completed covering day to day tasks undertaken in school. Manual handling assessments will be completed for the site team and other higher risk staff groups. For higher risk tasks a specific manual handling risk assessment will be completed.

Trolleys and other aids will be available to assist staff with manual handling. Where needed staff will be trained in their correct use.

3.2.20 Working at height

All staff will be provided with general information on the risks from working at height and where to get assistance from as part of their induction. Staff where regular working at height forms a significant part of their role e.g. site team will be provided with working at height training. Refresher training will be provided every 3 years.

A general working at height risk assessment will be completed covering day to day tasks undertaken in school. Working at height assessments will be completed for the site team.

Any ladders used will be rated for professional use and subject to regular checks which will be documented. Any damaged ladders identified will be immediately put of use and disposed of unless

3.2.21 Lone working and personal safety

Lone working and personal safety risk assessments will be completed for the core activities within the school. There are procedures and measures in place to reduce the risks from lone working and personal safety.

The grounds and buildings have access control and there is CCTV in operation. Frontline staff at reception have a means of calling assistance in the event of incident and can retire to a secure space if they feel threatened. Home visits will always be carried out by two staff.

The site team are not permitted to carry out any higher risk tasks when working on their own.

Any key holders responding to an alarm activation are not to enter a building on their own. They will carry out an external check and if any signs of intruders or break in are observed they will remain at a safe distance and contact the police. No challenge will be given to any intruders and personal safety of any staff is the absolute priority. If after an external check has revealed no signs of intruders, staff can then decide to enter the building and investigate, but only with at least one other person.

3.2.22 New and expectant mothers

The risk control measures in place within the school provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

3.2.23 Young persons

Where the school employs a person under the age of 18 a specific risk assessment will be completed to take account of the lack of experience a young member of staff will have.

Work placements for persons taking place in the school will be managed in the same way as for young employees. Where school students take part in work placements then appropriate checks will be made on the respective host organisations and appropriate supervision arrangements will be put in place for the duration of the placement.

3.2.24 Lettings and hires

There is a dedicated letting and hire policy. Where school facilities are hired out, the health and safety responsibilities of the hirer and the school will be made clear. The hirer will be provided with health and safety information including what to do in the event of an emergency. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to school students and staff, or damage to school property. Whilst provider / event organiser risk assessments may be requested they will only be considered based on the impact to school facilities or other school users. Responsibility for the activities rests with the provider / event organiser

3.2.25 Curriculum

Science, Design and Technology, and PE have been identified as higher risk curriculum areas. For these curriculum areas enhanced health and safety requirements are in place. These will follow the relevant national body guidance e.g. CLEAPSS, DATA and AfPE. Each department will be required to complete risk assessments and ensure that staff have the appropriate competency for their role.

The health and safety lead will monitor health and safety performance in these areas and arrange for external audits of these departments to ensure standards are maintained.

Teachers will also be required to complete a health and safety checklist for their classrooms on an annual basis. These will be reviewed and any remedial works identified will be actioned.

3.2.26 Educational visits

There is an Educational Visits Policy, and this includes an approval process for every trip or visit. The Educational Visits Coordinator (EVC) is a member of SLT and will approve all visits and trips. The EVC is experienced with educational visits and has received appropriate training in the role.

No trip or visit is permitted unless approved by the EVC. For higher risk visits, Headteacher approval will be required, and the school's health and safety advisers will be asked to review the highest risk trips.

Visit leaders will be required to demonstrate their suitability for leading trips through experience and competency. Training and mentoring will be provided where required. Staff are not generally permitted to lead adventurous activities unless they have the relevant qualification and can demonstrate their competency to do so.

Staff health and safety policy sign off

Declaration

- I confirm that I have read, understood, and accept the conditions of this health and safety policy, including the specific responsibilities for my role.
- I have been provided with appropriate information, training, and equipment to carry out the tasks covered by this health and safety policy.
- I have had the opportunity to ask any questions and seek clarification on this health and safety policy.

Staff member	
Name	
Roles	
Signature	
Date	

Health and Safety Lead	
Name	
Signature	
Date	