

# **RIVERSIDE SCHOOL**

## **HEALTH AND SAFETY POLICY**

*This policy was reviewed and provisionally approved by the Governing Board at Meeting No 6, 2018/19 (14 March, 2019), pending LA Audit approval. Following insertion of additional areas to be covered, LA Audit approval was confirmed on 29 March, 2019.*

***Signed:*** \_\_\_\_\_

***David Harding, Governing Board Resources Lead***

***Signed:*** \_\_\_\_\_

***Martin Doyle, Headteacher***

***Policy to be reviewed biennially.***  
***Next review date: Meeting No 9, summer term, 2021***

## **CONTENTS**

### ***Introduction***

***The Law***

***Duties as an Employer***

***Aim***

***Objectives***

### ***Scope***

***The Law Requires Employees to...***

***Assessing and Managing Risks***

### ***Organisational Chart***

#### ***The Governing Board***

***Planning and Setting Standards***

***Headteacher's Responsibilities***

#### ***Responsibilities of the Campus Facilities Manager***

***Specific Risk Areas***

#### ***Classroom Teacher's Obligations***

***Obligations of all Employees under the Health and Safety at Work Act 1974.***

***Site Team***

#### ***School Health and Safety Representatives***

***Visitors and Other Users of the School***

***Distribution of Health and Safety Information***

***Accidents, Dangerous Occurrences and Near Misses***

#### ***First Aid***

***Occupational Health - Access to Occupational Health Services***

***Stress at Work***

#### ***Fire (inc Smartlog training)***

***Display Screen Equipment (inc Smartlog training)***

***Manual Handling (inc Smartlog training)***

#### ***Control of Substances Hazardous to Health Regulations 2002 (COSHH)***

***Asbestos***

***Electricity at Work***

***Emergency Procedures Evacuation***

#### ***Bomb Threats***

***Glass and Glazing***

***Inspections, Monitoring, Audit and Review of Performance***

***Management of Health and Safety***

#### ***New Plant, Machinery and Equipment***

***Noise at Work***

***Health Surveillance***

***Health Promotion***

***Legionnaires Disease***

***New and Expectant Mothers***

***Bullying***

#### ***Drugs and Alcohol***

***Smoking***

***Violence at Work***

***Off-site Educational Visits/Activities  
Personal Protective Equipment  
Safety Representatives/Safety Committee/Consultation***

***Site, Buildings and Staff Security and Safety  
Staff IDs and Lone Working  
Visitors  
Statutory Inspections and Examinations  
Supervision of Students***

***Minibuses  
Training  
Training Plan  
Visitors***

***Work Experience Placements***

## **Introduction**

The Governing Board recognises that making appropriate provision for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This policy, its supporting documentation and arrangements for implementation will meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to act in accordance with the contents of this policy.

## **The Law**

- The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act;
- The employer (the Governing Board) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- Employers, school staff and others also have a duty under the common law to take care of students in the same way that a prudent parent would do.

## **Duties as an Employer**

- Under the Health and Safety at Work Act 1974, the employer in a school takes all reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on and off the school premises.

## **Aim**

To provide the highest possible standard of health and safety commensurate with the operation of an educational establishment.

## **Objectives**

It is the responsibility of the Governing Board via the Headteacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, students and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Board expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and students.
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- To ensure the provision of sufficient information, instruction, and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- To formulate policies and procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- To lay down procedures to be followed in case of accident;
- To provide and maintain suitable and sufficient welfare facilities.

- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

### Scope

This policy is specific to Riverside School and its off-site educational visits. It is supported by policies of other relevant organisations such as the Local Authority, Direct Service Organisations (DSO) and contractors working on site. The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:

- The Statement of Policy
- Organisation
- Arrangements for implementation
- Working policy documents e.g. fire, off-site visits
- Subject specific guidance.
- Risk assessments which are reviewed annually (or as necessary due to a change in circumstance)
- The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

### The Law Requires Employees to...

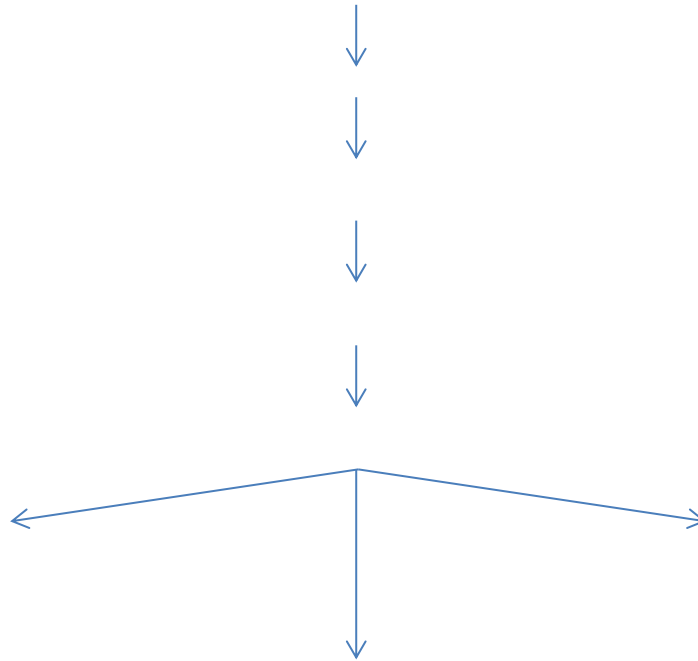
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with these employers on health and safety matters;
- Do their work in accordance with training and instructions;
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken;
- In addition, teachers and other staff in schools have a common law duty to act, as any prudent parent would do when in charge of students;
- Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the headteacher will work with the employee to ensure that procedures at the school are proportionate, effective and appropriate.

### Assessing and Managing Risks

- Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

- Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

### Organisational Chart



**Governing Board**

**Headteacher**

**Campus Facilities Manager**

**Bursar**

**Site Staff**

**Leadership Team**

**Team Leaders**

**All Staff**

## **The Governing Board**

The Education Reform Act 1988 (ERA) gives Governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, students and visitors. In particular the Governing Board is responsible for:

- Ensuring that the Health and Safety Policy is implemented and monitored within the school;
- Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations.
- Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety from time to time governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
- Ensuring that the Headteacher provides regular reports of accidents and dangerous occurrences and that these occurrences are reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Ensuring that any necessary alterations to working practices and procedures decided upon are implemented;
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- Ensuring that procedures exist for checking that any items offered for use by the school are safe;
- Ensuring that school journeys are arranged and properly supervised in accordance with DfE Guidance;
- Ensuring that suitable health and safety provision is made for students with additional needs and the staff involved;
- Will ensure that the school has a Health and Safety governor.

## **Planning and Setting Standards**

- Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- Ensure clear plans for coping with sudden emergencies are developed and maintained. Developing a positive health and safety culture.
- Ensuring that a training plan is developed which enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
- Provides induction training for new employees including temporary, part time and supply staff.

## **Headteacher's Responsibilities**

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- Work in conjunction with the Governing Board to revise and update on a continuing basis the Health and Safety Policy.

- Coordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Ensure that problems in implementing health and safety policy are reported.
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.

Arrange reviews of the working documents and systems that support the policy such as: -

- Procedures
- Provision of first-aid in the school
- The risk assessments
- Off-site visits
- And make appropriate recommendations to the Governing Board
- Put in place procedures to monitor the health and safety performance of the school.
- Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Develop a health and safety training plan for all employees (SmartLog)
- Maintain and keep up to date the master copy of the Health and Safety Policy together with all accompanying documentation.
- Report to the Governing Board annually on the health and safety performance of the school.
- To secure funding for any identified Health & Safety costs on any health & safety issues of concern.

### **Responsibilities of the Campus Facilities Manager**

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Campus Facilities Manager, who will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- Liaise with and report directly to the Headteacher/Bursar on all matters of Health and Safety relating to buildings and grounds.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate risk assessments for school site activities and seeking the approval of the Headteacher for meeting the financial implications of identified control measures.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses in conjunction with the Headteacher with responsibilities for health and safety.
- In conjunction with Headteacher/Bursar with responsibilities for Health and safety Issue updates as required to all holders of health and safety policy documents.
- any financial implications identified by the Risk Assessment process.

### **Specific Risk Areas**

#### Physical Education

- The PE teacher will be responsible for ensuring that health and safety requirements are implemented on a daily basis
- The PE teacher will advise the Campus Facilities Manager and or Headteacher/ Bursar of any health and safety concerns.
- The PE teacher will maintain an up to date copy of the health and safety policy and documents specific to the delivery of the subject.



- An annual H&S audit of PE equipment will be undertaken, and any remedial actions implemented

#### Contractors

- Contractors will have their own health and safety policies, method statements and risk assessments relating to their activities which must be followed on site. In addition, they must make themselves and their employees aware of relevant school requirements, especially in relation to emergency procedures as laid down in the contractor's safety rules.
- The Campus Facilities Manager will oversee work by contractors and ensure that all paperwork is correct.

#### Lone Workers

- Guidance has been issued to all key personnel to ensure safety within their teams. Risk assessments have been carried out for those at risk as set out in the *Lone Working Policy*.

### **Classroom Teacher's Obligations**

The health and safety of students in classrooms is the responsibility of class teachers. Class teachers are expected to:

- check classroom areas are safe;
- check equipment used is safe before use;
- Ensure safety procedures are followed;
- Give clear instruction and warnings to students as often as necessary;
- Report defects to the Campus Facilities Manager;
- Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Campus Facilities Manager/ Headteacher;
- Follow safe working procedures personally.

### **Obligations of all Employees under the Health and Safety at Work Act 1974.**

- To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- To observe standards of dress consistent and appropriate with safety and/or hygiene;
- To exercise good standards of housekeeping and cleanliness;
- To know and to apply procedures in respect of fire, first aid and other emergencies;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- To co-operate with other employees in promoting improved health and safety arrangements in the school;
- To co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- To report all accidents, defects, dangerous occurrences and near misses to the Headteacher.

### **Site Team**

- Have a general responsibility for the application of the school's Health and Safety Policy to their own area of work, for the application of the health and safety procedures and arrangements.
- Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Campus Facilities Manager/Bursar any defects that need attention.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and students to avoid hazards.

- Will advise the Campus Facilities Manager and Headteacher/Bursar on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

### **School Health and Safety Representatives**

The Governing Board and Headteacher recognise the role of Health and Safety representatives appointed by a recognised trade union. Where there is no union-appointed safety representatives the Headteacher will appoint representatives of employee safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- To investigate accidents and potential hazards.
- To make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- To carry out school inspection within directed time.
- To represent constituents in consultation with enforcement agencies.
- To receive information that inspectors are required to provide.
- To carry out a 'systems inspection' in order to examine policy, procedure and management.

### **Visitors and Other Users of the School**

- Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes, will be made aware of the health and safety responsibilities applicable to them by the teacher to whom they are assigned.

### **Distribution of Health and Safety Information**

- The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Bursar's office and one other complete copy will be kept by the Campus Facilities Manager. There will also be copies on the MLE. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- Copies of the Health & Safety Policy, together with relevant documents concerning specific areas will be kept by the Leadership Team.
- The Health & Safety policy will be displayed on the Staff Information Board and staff will be expected to familiarise themselves with the contents.
- The Campus Facilities Manager/Bursar will issue updates, new guidance and approved revisions as soon as they become available.
- All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training that will include relevant health and safety issues through our school SmartLog system.
- The Health & Safety Law poster is displayed on the Staff Information Board.

### **Accidents, Dangerous Occurrences and Near Misses**

- Immediate first aid accidents involving injury or ill health effects: will be notified immediately to the welfare officer or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment, authorised staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.
- Completion of Accident Book: Staff should ensure that all accidents involving injury or ill health effects are notified to the Welfare Officer with enough information to allow completion of the Accident Book.
- Internal Reporting and Investigation: a member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will

complete the internal report form as soon as possible after the incident and send it to the Campus Facilities Manager/Welfare Officer.

- **Compliance with RIDDOR regulations:** the Education H&S Advisor will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Guidance is given in L73 issued by HSE. The member of staff will complete the necessary report form (F2508) and, following consultation with the Headteacher, send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

### **First Aid**

- A list of qualified First Aiders in the school is kept on the Staff Information Board.
- It is the policy of the Governing Board that there will be sufficient numbers of trained First Aiders attending on-site and on off-site trips at all times. Those with current certificated training are listed in on the Staff Information Board. For below 50 employees only an 'Appointed Person' is required, between 50 and 100 employees one First Aider is required and one per 100 thereafter. However, as a special school, Riverside operates on a minimum of one per 20-students basis.
- First Aid boxes are maintained at the locations listed on the Staff Information Board, and on each school minibus.
- The School's Scale 6 TA with responsibility for Manual Handling, Physiotherapy and First Aid, ensures that First Aid box contents are replenished as required.
- A record of treatment given either by the qualified first aiders or the school nurse are used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. (Good records of initial treatment may be valuable if further medical attention is required or if legal action is taken by those involved in an accident).
- Contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the schools' in an emergency. In that event the Manual Handling/First Aid TA must be notified so replenishments can be organised.

### **Occupational Health - Access to Occupational Health Services**

- The school has access to an Occupational Health Service which can provide confidential assistance on a wide range of matters affecting personal health.
- Staff wishing to access this service should initially discuss the problem with their line manager.
- Where the health of an individual is causing concern for the health and safety of others, the school may refer that person to the Occupational Health Service.

### **Stress at Work**

- The Department of Health has identified the annual cost to employers of 80 million days lost at £3.7b with more than 2500 legal actions annually against employers.
- The HSE has issued guidance in *HSG218 'Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being'*. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled 'Managing work-related stress: A guide for managers and teachers in schools'. Other useful publications from HSE that employees can refer to are '*Work Related Stress – A short guide*' and '*Tackling work-related stress – A guide for employees*'. Management standards for dealing with stress are set out in section 3.10.4.
- The school has appointed a working party that is dedicated to the wellbeing of staff. The working party makes recommendations to SMT regarding initiatives to maintain and enhance staff wellbeing.
- In addition the school employs a counsellor from Clear Circle who comes to the school weekly to meet with individuals or groups of staff according to need.

### **Fire (including Smartlog training)**

- All staff carry out Fire Awareness training annually through the school's Smartlog training system, and records are kept.
- All fire appliances will be checked monthly by site staff and once a year by specialist maintenance personnel and the records kept on Safesmart.
- All fire stop doors must be kept closed unless they are fitted with Dorgards (which will close automatically if the fire alarm is triggered).
- Fire exit doors must be unlocked and easily accessible and open able from within the building. Hold open devices to fitted where practicable.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results are recorded on Safesmart.
- Fire Drills will be held termly or if circumstances change, when the Fire Marshals will record the evacuation time and the general performance of the drill. The Campus Facilities Manager also holds records of fire drills.
- Appropriate members of staff will be trained on how to use relevant fire appliances. Heads of Department and the Campus Facilities Manager will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions are issued to staff regarding the nearest fire call point, fire extinguisher, and the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Wardens and assembly points are set out on the evacuation maps.
- The school is inspected regularly by a Fire Prevention Officer to ensure compliance with relevant fire legislation including the Regulatory Reform (Fire Safety) order 2005. Fire risk assessments will be carried out using a competent contractor A Fire risk assessment will be carried in house out termly when carrying out safety tour the will be logged on safe smart (see fire plan).
- During designated school closure periods, a sign-in book is operated to ensure staff on site is logged. The main risk is to site, administrative and technical staff and evacuation procedures are adjusted to ensure their safety. The procedures are kept on the reception desk.

### **Display Screen Equipment (including Smartlog training)**

- The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who use DSE as a significant part of their normal work.
- All staff carry out DSE training annually through the school's Smartlog training system, and records are kept.
- Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance (No L26).
- Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDUs".

### **Manual Handling (including Smartlog training)**

- Manual handling causes over one third of all reported injuries. It is the policy of the Governing Board that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).
- The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- All staff carry out Manual Handling training annually through the school's Smartlog training system, and records are kept.

## **COSHH – Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

- Risk assessments required under COSHH will be undertaken on all hazardous substances. Competent persons will only carry out these assessments. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5). The assessments will be carried out on COSHH 365 an online tool that takes you through the procedure and access relevant COSHH data sheets.
- In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the (Chemicals Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- Copies of COSHH risk assessments and Data Sheets including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- As a general principle it is the policy of the Governing Board that, wherever possible, safer alternatives be considered when purchasing hazardous substances.
- The COSHH in relation to curriculum areas such as Design & Technology, Science, Art, and Food Technology are the responsibility of the teachers concerned.

## **Asbestos**

- It is the policy of the Governing Board that any staff employed at the school on any material that either contains or may contain asbestos shall undertake no work of any kind. The Control of Asbestos Regulations 2012 (ACOP & Guidance L127) requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, has been carried out by the OHS. The responsible person will keep a copy of the results of that survey i.e. The Campus Facilities Manager. All contractors must sign to confirm they have checked all available information in the Asbestos Log before commencing work on site and comply with the requirements of the Construction (Design and Management) Regulations 2007.

## **Electricity at Work**

- The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.
- Fixed installations will be inspected and tested by a competent authority at 5 yearly intervals and in the event of a fault developing.
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet “Maintaining portable equipment in offices and other low risk environments”
- In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Campus Facilities Manager.
- Staff should ensure that all electrical appliances have up-to-date PAT testing stickers attached before use.

## **Emergency Procedures Evacuation**

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.

- In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified (See Evacuation Procedure). The Headteacher will determine when it is safe to re-occupy the buildings. (See Fire Plan).
- A PEEPS Fire plan should be completed for visitors and staff.

### **Bomb Threat**

- In the event of a warning the Headteacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Police will be informed.
- Any suspicious objects should be reported to SMT/Campus Facilities Manager or Headteacher. Under no circumstances should the object be touched or moved.

### **Glass and Glazing**

- Doors, which can be pushed open from either side, all have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk they are made of safety material or otherwise protected against breakage.

## **Inspections, Reporting, Monitoring, Audit and Review of Performance**

### Inspections

- General inspections (Safety Tours) take place at least once per half-term with the Campus Facilities Manager, the Bursar, the Headteacher, the H&S Governor and the school's H&S union representatives and notes taken.

### Reporting

- All staff are aware – and are regularly reminded – that they should email the Headteacher and Bursar details of any safety concerns they may have; the Headteacher and Bursar will send low-level concerns to the site team, and high-level concerns to the Campus Facilities Manager for entering in the Site Log.
- H&S is a standing item at each of the twice-weekly morning staff briefings.

### Monitoring

- The Safety Committee meets at least once per half-term and usually following the half-termly inspection so that any issues found can be addressed.
- The Headteacher monitors the school's performance on Health and Safety issues.
- The Governing Board receive a report on the review and audit of Health and Safety from the Headteacher at least annually, and any interim significant Health and Safety issues arising are reported to the Board.

### Audit and Review of Performance

- There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Board.

## **Management of Health and Safety**

- Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Campus Facilities Manager. These will be available to all employees and stored on the MLE.
- The Governing Board ensures that health and safety is an integral part of the daily operation of the school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions.

### **New Plant, Machinery and Equipment**

- The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and the ACOP L22. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- Second-hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Campus Facilities Manager, who will not grant such permission unless sure that all Health and Safety requirements have been satisfied.

### **Noise at Work**

- The Noise at Work Regulations 1989 - as amended 2005 - requires employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.
- In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **Health Surveillance**

- It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

### **Legionnaires Disease**

- Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets that can be inhaled.
- A legionella risk assessment will be carried out by a water treatment company annually. The company will take samples of domestic water supplies for microbiological testing three times per year. All water tanks will be chlorinated annually.
- Hot and cold water systems will be flushed through after holiday periods or if area in used infrequently to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. Shower heads and taps will be disinfected and descaled monthly in conjunction with temperature readings This will be undertaken by the site staff or the Contractors assigned by the Campus Facilities Manager.

### **New and Expectant Mothers**

- The guidance issued by the HSE: *'New and expectant mothers at work – A guide for health professionals'* will be followed.

### **Bullying**

- Bullying of any employee will not be tolerated and will be regarded by the Governing Board as a disciplinary issue.

- The Department of Enterprise, Trade and Employment for Northern Ireland have created a booklet entitled 'Procedures for Addressing Bullying in the Workplace' have produced a useful 'Code of Practice' and management in dealing with such incidents will follow its contents.

### **Drugs and Alcohol**

- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.
- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

### **Smoking**

- Riverside School operates a no-smoking policy. There is no smoking in any part of the school or the grounds.

### **Violence at Work**

- Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

### **Off-site Educational Visits/Activities**

- A good practice guide has been issued by the DFE entitled 'Health and Safety on Educational Visits' which must also be followed and there is a borough guidance booklet that forms the basis of the school policy.
- Any teacher wishing to participate in an off-site visit must follow the school's Educational Visits Policy. This involves obtaining initial consent from the senior line manager for the area. They must submit a request for permission (from the leadership team) together with a risk assessment signed by the Headteacher and the delegated member of staff before the visit is due to take place within the recommended time scales.
- The full guidance pack with forms is included in the off site visits policy.

### **Personal Protective Equipment**

- The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times. Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **Safety Representatives/Safety Committee/Consultation**

- Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- The Governing Board will fulfil these obligations through the Headteacher who will involve all staff including representatives in the development of health and safety. This



policy details the methods of involvement including accompanied inspections, safety committee meetings, and development of risk assessments, disseminating information and assisting in developing training needs.

### **Site, Building and Staff Security and Safety**

- The site is securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras provide a deterrent to unauthorised access. Each building is provided with appropriate security locks in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.
- Separation of Vehicular and Pedestrian movement: The Campus Facilities Manager/Site Staff will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians
- The Campus Facilities Manager/Site Staff will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians
- Separate access will be delineated for pedestrian access, which removes as far as reasonably practicable the risk of contact with moving vehicles.

### **Staff IDs and Lone Working**

- All staff will wear personal badge identification that includes a photograph.
- Staff working either in isolated parts of the building and/or out of normal hours should follow the Lone Working policy.
- Cleaning staff should sign in with the site staff on commencement of work and sign out at the end of their shift.

### **Visitors**

- Visitors must sign in at reception and will be issued with a visitor badge that must be returned on leaving the site. Emergency evacuation procedures are also supplied and they are advised to stay with the person responsible for the visit.

### **Statutory Inspections and Examinations**

- Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The Campus Facilities Manager who will confirm that arrangements for inspection and examination are made by the due dates will hold the register of these.

### **Supervision of Students**

- The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for students during lessons, extended schools activities and off-site activities.
- The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break-time and lunchtime.
- All staff will share the responsibility for ensuring that students adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- Staff supervising students in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that students' behaviour is safe and in accordance with the school code of conduct
- Staff supervising students during programmed extended schools activities should ensure that they have risk-assessed both the activity and venue (template available - all school classrooms are risk assessed for their current purpose with qualified staff using equipment). In addition, students should be registered using the standard template provided and should be escorted from the site at the end of the activity.

- For extended schools activities on-site, reception should be notified providing details of the named person and register of students within first 10 minutes of the session.
- A separate set of procedures are under development for students at risk when not attending lesson.

### Minibuses

- The school has three minibuses, one with a tail-lift.
- In terms of drivers, the school follows the guidance contained in '*Driving school minibuses. Advice for schools and local authorities. September 2013*'. None of the three minibuses weigh more than 3.5 tonnes so staff need not undergo a test or acquire a qualification so long as they fulfil the pre-1997 and post-1997 driving licence requirements. A record is kept of all checks required for each member of staff who drives the minibuses.
- All drivers allowed to drive the minibuses are insured through the local authority transport department.
- Any member of staff who has been advised not to drive their own vehicle must advise the headteacher immediately.
- Drivers are responsible for safety checks of the minibus before embarking on trips (see Minibus Policy for details).
- Staff are responsible for the safety of all passengers, including the wearing of seat belts – full guidance can be found in the Minibus Policy.
- The policy also details accident procedures, and breakdown and recovery procedures.
- The office manager holds an ongoing MOT schedule with dates for each minibus.

### Training

- All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan that will be approved by the Governing Board.
- Staff training records will be logged using the SMARTLOG administration system and compliance data will be made available to the Headteacher.

### Training Plan

The training plan will cover:

- Induction Training Every effort must be made to ensure that all new staff receives appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.
- Management Training The Governing Board recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
- Specialist Training the Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
- Fire Training all members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary this will be carried out on safe smart, practical training on the use of firefighting equipment and alarms (see fire plan). Training records to be kept on SmartLog.

## **Visitors**

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 2 Fire Procedures.

## **Work Experience Placements**

- The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.
  - Employees will be covered by this policy.
  - The school will ensure that all placement locations are suitable having regard to Health and Safety legislation, taking into account the following matters: -
    - *The inexperience, lack of awareness of risks and immaturity of young persons.*
    - *The fitting and layout of the workplace or workstation.*
    - *The nature, degree and duration of exposure to physical, biological and chemical agents.*
    - *The form, range and use of work equipment and the way it is handled.*
    - *The extent of the health and safety training provided to young persons.*
    - *The risks from agents or other processes carried out at the workplace.*
    - *The risk to the young person's health and safety must be assessed.*
    - *The protection measures to be taken.*
    - *Any risk notified to him/her by any other employer sharing the same workplace.*
    - *Any work beyond the young person's physical or psychological capacity.*
    - *Any work involving harmful exposure to agents, which are toxic, carcinogenic, and mutagenic or have chronic effects. Involving harmful exposure to radiation*
    - *Extreme heat or cold*
    - *Noise or vibration*
    - *The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.*
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*For other safety-related Riverside policies see the following on the school website:*

**Behaviour Management**

**Educational Visits**

**Fire Safety**

**First Aid**

**Hydrotherapy Pool**

**Intimate Care**

**Manual Handling**

**Medication at School**

**Safeguarding**

**Use of Chillout Rooms**

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