



HOLYWELL CHURCH OF ENGLAND ACADEMY

Health and Safety Policy

Author	C Dinner
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At Holywell, our vision is that everyone in our community chooses to “Live Life in all its Fullness” (John 10:10).

Inspired by the teaching of Jesus, the Good Shepherd, we choose ...
to live our values,
being the best we can be
in community.

1 INTRODUCTION

The Health and Safety Policy has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974. It describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure there are appropriate arrangements in place to plan, organise, control, monitor and review health and safety.

The Governing Board strives to achieve the highest standards of health, safety and wellbeing consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

Holywell School is the trading name of Holywell Church of England Academy and is registered with Companies House, registration number: 08224216, a company limited by guarantee and has charitable status. We are part of the Diocese of St Albans, a representative of which is a Member of the Governing Board of the school.

The Governing Board is responsible and accountable for the implementation and maintenance of health, safety and wellbeing of staff, students and any other person who may be affected by school activities both on the school site, and when away from the school site undertaking school related activities.

This policy, subject to annual review, will be brought to the attention of all members of staff and must be read in conjunction with other school policies and Safe Working Practice documents available to staff on the Google Drive or a hard copy by request from the Finance Office.

2 STATEMENT OF INTENT

The Governing Board acknowledges and accepts all legal and moral health, safety and wellbeing responsibilities toward our staff, students, visitors, contractors and any other person who may be affected by school related activities, so far as is reasonably practicable. We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

The Governing Board believes that ensuring the health and safety of staff, students and visitors is of paramount importance and is essential to the success of the school. We acknowledge and accept our responsibilities in ensuring our duties can be discharged through the implementation and maintenance of a robust safety management system, in which every individual associated with the school will play a part.

The Governing Board believes that health, safety and welfare should be viewed as one of the prime responsibilities of our line managers. We will ensure that suitably trained and competent staff are available to assist in the management of health and safety across the school and throughout all school related activities.

Our statement of general policy is to:

- Lead by example, and embed health, safety and wellbeing into all aspects of school life by robust governance, setting targets and objectives for continuous improvement, and agreeing suitable and sufficient resources required to achieve statutory compliance.
- Provide adequate control of the health and safety risks arising from our education related activities, irrespective of curricula or non-curricula, both on and off site.
- Assess and control risks inherent in our school and related to school activities and ensure staff engage with Safe Working Practices.
- Consult with our staff on matters affecting their health and safety through effective communication, and the mutual benefits of Trade Union involvement.
- Seek specialist advice on health and safety matters when this is not available in school.
- Monitor accident, incident and near miss reports on a termly basis.
- Provide and maintain safe environments and safe working equipment.
- Ensure safe handling and use of substances across all parts of the school.
- Provide information, instruction and supervision for staff, volunteers and students in matters relating to health, safety and well-being.
- Ensure all staff are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review this policy every year, or after an incident, or if changes in legislative requirements demand this.

3 ORGANISATION, ROLES AND RESPONSIBILITIES

In order to achieve compliance with the Governing Board's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy. An organisational chart, detailing lines of reporting, and health and safety management is attached at Appendix 1.

3.1 THE GOVERNING BOARD

Overall and final responsibility for health and safety lies with the Governing Board.

The Governing Board is responsible for:

- Promoting a positive, proactive culture of health, safety and wellbeing through the embedding of a clear, written policy relevant across all staff, volunteer and student groups.
- Ensuring a health, safety and wellbeing review is a standing item on the Academy Business Committee meeting agenda including accident, incident and near miss analysis and review of the RIDDOR log.
- Reviewing the school's Health and Safety Policy and performance annually.
- Regular proactive and when necessary, reactive reviews of health, safety and wellbeing policy, Safe Working Practices and performance based on the HSG 65 "Leading Health and Safety at Work" (Health and Safety Executive).
- Providing appropriate resources within the school's budget for the implementation of the attached arrangements.
- Receiving from the Headteacher or the School Business Manager (or other nominated member of staff) reports on health and safety matters on a regular basis.
- Reporting to any relevant body with specific regard to hazards which the school is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the school may not feel competent to deal with.
- Promoting a positive 'Health and Safety' culture and high standards of health and safety within the school.
- Ensuring the Safe Working Practices derived from the generalised Risk Assessments, and Best Practice advice, are embedded in practice throughout the school by staff, volunteers and students.

3.2 HEADTEACHER

Day-to-day responsibility for ensuring this policy is implemented is delegated to the Headteacher and remains with the Headteacher, even if tasks and roles are further delegated throughout the staff group.

The Headteacher is required to:

- Lead by example.
- Make available to staff, volunteers and students, information about the health and safety policy in the most appropriate format and accessible in a variety of formats.
- As manager of the school and of all the activities carried on within it, the Headteacher will advise the Governing Board in a timely fashion about concerns in any of the statutory compliance areas or where there is a growing concern about health, safety and wellbeing for budget forecasting/ allocation purposes in addition to workforce planning, care of staff etc.
- Ensure there is an adequate system in place for undertaking risk assessments.
- Implement and monitor, using a range of audit methodology, the school's health and safety arrangements to measure relevance and efficacy.
- Ensure all staff and volunteers are provided with adequate information, instruction and training on health and safety issues, proportionate to their job/volunteer role within the school.
- Ensure the school has emergency Safe Working Practice in place and that these are tested, reviewed and improved if necessary (Emergency Response Plan for Major Incident).
- Take appropriate actions in the event of misuse of the school building, grounds, equipment etc.
- Ensure that the premises, environment and equipment are maintained in a serviceable condition.
- Provide appropriate health and safety information to governors.

3.3 THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The headteacher has delegated co-ordination of health and safety to the School Business Manager who is responsible for:

- Coordination of the Health and Safety Staff Committee.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Advising the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- Carrying out any other delegated functions by the headteacher or Governing Board.
- Management of reported unsafe conditions and ensuring they are dealt with to agreed timescales.
- Maintain and update the Planned Preventative Maintenance (PPM) schedule along with the Site Manager.
- Contribute to H&S budget forecasting and budget allocation.
- Report to Governors on a regular basis, using a structured format covering statutory compliance requirements.

3.4 Site Manager & Site Agent

The headteacher and School Business Manager have delegated the following health and safety responsibilities to the Site Manager & Site Agent who are responsible for:

- Ensuring the school site is well maintained, including the physical and electrical security systems.
- Liaising with Security Alarm and Security Alarm Key Holders.
- Securing school entrances and exits.
- Ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a **daily** basis and maintaining a record of these checks.
- Raising any security concerns with the **headteacher and or School Business Manager** immediately.
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established.
- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.
- Scheduling planned preventative maintenance contract visits.
- Liaising with contractors and the Business Manager on follow up remedial works.
- Ensuring safety of contractors on site.
- Organising contractors if required for daily maintenance issues.
- Ensuring the school site is kept secure at all times, following correct procedures for the alarm system.
- Ensuring all doors and windows are secured and all lights and heaters are switched off after use.
- Taking on responsibility of a key holder.
- Ensuring Fire Safety Compliance for the site.
- Carrying out Regular inspection of Fire Equipment to ensure they are fully functional.
- Being involved in the management of Fire Drills.
- Working with external Fire Safety contractors to ensure Alarms, Lighting and Equipment are serviced to ensure compliance.

- Ensuring the school is Health and Safety compliant, carrying out regular checks, ensuring reported defects are corrected.
- Liaising with the Health & Safety Co-ordinator, headteacher and governors.
- Being an active member of the H&S Staff committee.

3.5 SPECIAL OBLIGATIONS OF CLASS TEACHERS

In addition to existing responsibilities defined within their job description, class teachers are expected to:

- Ensure the safety, health and wellbeing of colleagues and students at all times.
- Follow the health and safety practice applicable to their area of work.
- Exercise effective supervision of their students and to know the Safe Working Practice in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Ensure that aerosols are not be brought into school under any circumstances, unless for medical purposes certified by a doctor.
- Report all accidents, incidents, defects and near misses to the Office Manager.

3.6 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Board and headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Trade Union Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue staff complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the headteacher or Governing Board.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role or deal with any problems that need further action or a review of Safe Working Practice.

In the absence of trade union representatives, safety representation and consultation is managed through Line Managers.

3.7 OBLIGATIONS OF ALL STAFF

Apart from any specific responsibilities which may have been delegated to them, **all Staff are responsible for:**

- Securing windows and doors when rooms are not in use.
- Keeping School Keys Safe ensuring they are taken off site when not at school. Not keeping keys with anything that identifies them as belonging to Holywell School (i.e. ID Badges).
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the Headteacher or SLT of any unauthorised person.
- Securing valuable portable equipment after use, i.e. cameras, tablets, laptops.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Acting in accordance with the school's General Data Protection Policy and Data and E-security ensuring that data and information is secure.
- Reporting any minor security concerns to the headteacher.
- Reporting major security concerns directly to the police/emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Taking responsibility for any of their own property that they bring to the school site.
- Acting in the course of their employment with due care for the health, safety and welfare of themselves, other Staff and other persons.
- Observing all instructions on health and safety issued by the School or our H&S Competent Person or any other person delegated to be responsible for a relevant aspect of health and safety.
- Acting in accordance with any specific H&S training received.
- **Not bringing aerosols into school**, unless they are being kept in a fire retardant cupboard in which case a data sheet should be kept for it, with a copy given to the Site Manager for including in the COSHH File.
- Reporting all accidents, incidents and near misses in accordance with Safe Working Practice. All accidents/incidents/near misses are reportable to the Office Manager.
- Co-operating with other persons to enable them to carry out their health and safety responsibilities.
- Informing their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Exercising good standards of housekeeping and cleanliness.
- Knowing and applying the Safe Working Practice in respect of fire, first aid and other emergencies.
- To check their laptop cables on a regular basis and if any show signs of damage, not to use them as this may result in a serious fire and shock risk. Report damage to IT support.

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

Staff entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

3.8 STUDENTS

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Not bring in aerosol cans.

4 HEALTH AND SAFETY ARRANGEMENTS

The following Safe Working Practice and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

4.1 Accident Reporting, Recording and Investigation

All members of staff are required to ensure that all accidents, incidents and near misses are reported to the Office Manager, who will ensure that the details are entered onto the AssessNet online reporting system and reported to the Health and Safety Executive if required.

- The accident book is kept in the Main office.
- Completed accident forms should be passed to the Office Manager.
- The Office Manager is the AssessNet online accident system Administrator.
- The Office Manager is responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system.
- Accidents must be recorded within 24 hours.
- The persons who would undertake investigations are the School Business Manager or the Finance Director.

4.2 Audit

As part of compliance requirements with health and safety legislation, and best practice advice and guidance, the governing Board has the duty to arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Regular inspections and senior level monitoring of the school site, plant, equipment, and incident reports will be reported to the Academy Business Committee at each meeting.

4.3 Behaviour Management/Bullying

See Behaviour for Learning Policy and Anti-Bullying Policy.

4.4 Catering

All catering is managed and provided by Alliance in Partnership Ltd, (AinP). Their staff are required to comply with AinP's health and safety policy and procedures. The Governing Board is committed to ensuring that the work environment for AinP Catering staff is suitable and sufficient. All food allergies should be reported to AinP who cater for most cases.

The school is still responsible for the equipment and structure of the kitchen and the Site Manager is responsible for ensuring the following checks are undertaken:

- Annual canopy clean
- Equipment is PAT tested as per school policy
- Annual Deep clean

4.5 Caretaking and Cleaning

Site Staff cover is available from 7.00am throughout to 7.00pm Monday to Friday, and as necessary to fulfil the requirements placed by school functions. The Site Manager is responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

The Site Manager is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required.

The Site Manager is responsible for managing a team of cleaners, their training needs, quality assurance and competence of undertaking tasks required and substance risk assessments.

The Site Manager maintains the COSHH register, COSHH risk assessments and controls access to substances hazardous to health. The Site Manager is responsible for ensuring all cleaning staff are aware of COSHH. All cleaners are required to undertake online training for COSHH.

All cleaners are required to read and sign the Risk Assessment Sheet appropriate to the chemicals in use. Material datasheets relevant to each substance are attached to risk assessments and are available from the Site Manager upon request. In the event of requiring use of medium to high risk chemicals, only staff who have been trained in their use are permitted to use them, for example drain cleaner. This is undertaken in full knowledge of the Site Manager.

4.6 Control of Contractor Management

The headteacher is responsible for the Control of Contractors but will delegate responsibility to the School Business Manager and Site Manager.

The Site Manager will ensure projects adhere to Construction, Design and Management (CDM) regulations.

The Site Manager will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and wellbeing of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through a 5 step process, as detailed below and set out in the School control of Contractor's policy:

Managing contractors: five steps

Step 1: Planning

- Define the job
- Identify hazards
- Assess risks
- Eliminate and reduce the risks

- Specify health and safety conditions - Discuss with the contractor (if selected.)

Step 2: Choosing a contractor

- What safety and technical competence is needed?
- Ask questions
- Get evidence
- Examine information about the job and the site, including site rules
- Ask for safety method statements
- Insurance Details
- Decide whether subcontracting is acceptable. If so, how will health and safety be ensured?

Step 3: Contractors working on site

- All contractors sign in and out at the main office
- All contractors must read the Asbestos Log to know where asbestos is known to be present in the area in which they are going to be working. They must sign the Asbestos Log Book to confirm this has been done before commencing work.
- Name a site contact
- Reinforce health and safety information and site rules
- Check the job and allow work to begin.

Step 4: Keeping a check

- Assess the degree of contact needed
- How is the job going?
As planned?
Is the contractor working safely and as agreed?
Any changes in personnel?
- Are any special arrangements required?

Step 5: Reviewing the work

- Review the job and contractor
- How effective was your planning?
- How did the contractor perform?
- How did the job go?
- Record the lessons.

Control of contractors at the school includes the management of asbestos. The asbestos management plan for the school forms part of the control of contractor's information and login. This is kept in the main office.

All staff responsible for signing visitors, members of the public or contractors into the school must ensure that contractors have sight of the logbook and be able to verbally point out to the contractor where asbestos is present in relation to where they will be working and complete it as required.

In addition, contractors engaged to undertake activity at the school are required to demonstrate competence, provide assurance that subcontractors used are also sufficiently competent, and to get engaged in accurate, timely and relevant exchange of information with the School business manager.

4.7 Curriculum Safety (including out of school learning activities)

As required by health and safety legislation, all staff are obliged to follow the school's Health and Safety Policy. Curriculum safety, generally, is covered through Safe Working Practice and associated specific curriculum safety guidance. Teaching staff should consider any significant health and safety issues such as class size, student behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation - risk assessment is just another name for that process.

When the Safe Working Practice does not cover a particular activity, a risk assessment detailing specific control measures to be implemented is necessary.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

PE, Science and DT departments follow the relevant curriculum safety guidance from the relevant specialist curriculum organisations.

*Physical Education and Good Practice, Association for Physical Education – www.afPE.org.uk,
CLEAPSS (Science), DCFS, DATA (Design & Technology).*

Staff are trained in departments on the appropriate use of machines and equipment. Members of staff new to the school are informed on daily Safe Working Practice and are trained in departments for relevant curriculum activities.

4.8 Display Screen Equipment (DSE)

All admin staff are required to undertake a Display Screen risk assessment on an annual basis if use of DSE exceeds an hour or more of use each day.

Action is taken regarding any concerns raised through the assessment. Staff who fulfil this criteria are eligible for Display Screen - Free Eye Tests on an annual basis and may have help funding glasses that are needed specifically for Computer work. All admin staff are aware that if they have any concerns regarding Health and Safety at work, they talk to the School Business Manager.

Equipment such as appropriate chairs, wrist supports, monitor raisers, foot rests etc. may be purchased to reduce the risk of injury from repetitive strains as identified through the individual risk assessment and consultation with the School Business Manager.

4.9 Educational Visits and Journeys

The Education Visits Co-ordinator is responsible for assisting staff with planning educational visits and journeys. This includes requirements for the visit/journey, emergency planning, parental/carer authorisation, approval and risk assessment. All staff planning an educational visit or journey must work within Safe Working Practice, undertake a risk assessment and discuss it with the Education Visits Co-ordinator. The method for ensuring health and safety and wellbeing for staff and students is managed through the EVOLVE online system which is an Educational Visits Advisory Service which helps to plan, approve and manage educational visits, sporting events and extra-curricular activities. Copies of the risk assessments must be sent to the School Business Manager.

4.10 Electrical Equipment (fixed and portable)

Regulatory compliance requires that electrical equipment is PAT tested on an annual basis, except equipment less than one year old.

Fixed electrical systems are tested every 5 years by a competent external contractor procured in accordance with Control of Contractors policy by the Site Manager.

Staff are not permitted to use personal items for use in school, unless the item has been subject to PAT testing in the most recent schedule. Any item of defective electrical equipment (portable or fixed) should be labelled as defective, removed from use and reported to the Site Manager. **This is the responsibility of the individual who discovers the defect.**

Appropriate disposal of electrical equipment is required under Disposal of Waste regulations.

4.11 Fire Precautions and Emergency Safe Working Practice

The Governing Board recognise the potential risks connected to fire hazards and is committed to preventing harm to anyone involved with our education provision and use of our buildings outside of the normal school day. This is achieved by:

- A Fire Risk Assessment is undertaken by a responsible person every year. Or, after building works, or after an incident involving fire. The Fire Risk Assessment is reviewed annually by a Competent Fire Safety Consultant.
- Competent Fire Safety Services to maintain fire safety equipment (extinguishers, lighting, fire doors.)
- Competent Fire Safety Services to maintain fire alarm systems.
- Regular testing of the fire safety systems undertaken by the Site Manager/Agent at the specified frequency
- Clear communication and training ensuring that staff and other users of the building avoid the hazards of fire and reduce the risk of fire to the lowest possible level.
- Staff and students are required to comply with the fire safety practices.
- Hirers of parts of the school building must receive information, when completing their contracts, with specific regard to actions to take in the event of a fire, who to contact, and where the safe evacuation points outside of the school building are.
- In the event of a fire, all staff, students, visitors, and anyone else on the school sites must follow the sequence of expected actions. This includes evacuation when necessary. It is essential that these processes are practised on a half termly basis.
- Any individual at the school (staff or student) who has a compromised or reduced capability (reduced mobility, hearing impairment, sight impairment, cognitive impairment) requires a Personal Emergency Evacuation Plan (PEEP) to be implemented in the event of fire, or other emergency situations. The responsibility of ensuring these are undertaken and subsequently reviewed, is through the Office Manager who keeps all PEEPs in a file.
- Safe Working Practice (Fire procedures) for Holywell are posted in every room in the school and are available on the VLE. Admin staff act as Fire Marshalls and can easily be seen by their Hi Vis Jackets with Fire Marshall printed on them. All staff know the assembly points. The Site Manager/agent is responsible for calling the Fire Brigade.
- In the Site Manager/Agent's absence, a member of admin staff undertakes this responsibility.

4.12 First Aid

The Governing Board recognises the importance of preserving life, preventing deterioration and promoting recovery in the event of physical injury or ill health. It is recognised that the majority of first aid incidents are low risk at the school. First Aid regulations advise the ratio of 1 trained first aider for every 100 students. First Aider identification and their locations are displayed at various points around the school. First Aid boxes are found in PE, one in each science lab, one in D&T, one in Food and Fabric, one in the year 5 area, one in the medical room, and one on the minibus.

The Office Manager restocks all the first aid boxes. It is the responsibility of staff accessing first aid resources from the boxes to inform the Office Manager when restocking is required in between the inspections. The Office Manager also manages the supplies in the medical room.

The priority of first aid is to ensure the health and safety of the individual requiring assistance. The First Aider requests help, including asking someone to call for an ambulance if necessary. If the person requiring assistance is a student, the parents/carers must be informed as soon as practicable. The First Aider on the scene will accompany the student to hospital if needed within or out of school hours.

First Aid training is managed by the Office Manager who ensures the school has enough First Aiders and they are all in date.

First Aid Containers are sited:-

■ **Medical Room**

■ **Changing Rooms for Boys and Girls - Gym**

■ Science Labs

■ Year 5 area in Room 16

■ Design Area

■ Room 13

4.13 Grounds Maintenance

Holywell recognises the importance of grounds maintenance, not just for aesthetic purposes but also to ensure environmental hazards are minimised to the lowest possible level. The Grounds Maintenance contractors use their own equipment. When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essential. **The Grounds maintenance contract is overseen by the Site Manager.**

4.14 Hazardous Substances COSHH – (Control of Substances Hazardous to Health)

The Governing Board recognises that generally substances hazardous to health in the school are low risk. However, there are substances infrequently used available on site that pose a real risk to health if used incorrectly.

We maintain an inventory of substances in use at the school and determine, using risk assessment in line with material datasheets, whether significant risks are present. If any substances are brought in from home, i.e. hairsprays, deodorants, the Site Manager/Business Manager should have a copy of the Data Sheet for it. **The Site Manager maintains the COSHH register and controls access to substances hazardous to health.**

Staff **must** adhere to these instructions, failure to do so may result in disciplinary proceedings.

As already stated, the Site Manager is responsible for managing a team of cleaners, including risk assessments and quality assurance of tasks requested. The Site Manager is responsible for ensuring all cleaning staff are aware of COSHH.

As already stated, all cleaners are required to read and sign the Risk Assessment Sheet appropriate to the chemicals they will use. These sheets are kept by the Site Manager. Medium to High Risk Chemicals are only used by individuals who have been trained to use them, with full knowledge of the Site Manager/Agent. All cleaners are trained in the use of chemicals by the Site Manager/Agent.

The Science Teacher & Technician ensures that chemicals used in the Science Labs are used in accordance with CLEAPPS guidance. Science teachers will ensure that risk assessments are completed, and that students wear appropriate protective clothing if needed, before experiments are carried out.

Any accidents, incidents or near misses involving substances hazardous to health must be reported to the Office Manager.

4.15 Inclusion

The school will plan for and have assessments in place for SEND students, making reasonable adjustments in respect of access under the Disability Discrimination Act.

The school's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEND students safely and effectively.

4.16 Lettings/shared use of premises/use of Premises Outside School Hours

Refer to separate Lettings Policy on the GoogleDrive.

The Governing Board is responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions,

including emergency arrangements and insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to business use e.g. Karate Club then the Hirer's Public Liability insurance will be needed. All other third-party hirers are covered by the school's insurance provision.

4.17 Lone Working

Refer to the separate Lone Working Policy, found on the GoogleDrive. In summary:

- It is the responsibility of the individual to arrange a communication channel for regular checks of their whereabouts whilst working on site.
- Staff wishing to lone work outside of normal working hours should seek permission from the headteacher.
- Individual checking in/out systems must be in place (family or friends).
- The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working and high-risk activities should be avoided.
- Any staff member wishing to lone work should be able to call for help in an emergency by ringing the police or appropriate emergency help.

4.18 Managing Medicines & Drugs - Refer to the separate Managing Medications policy found on Google Drive

Managing medicines in school is managed by the Office Manager, with two other admin staff. Medicines are received into the school by the office staff with the appropriate consent, dosage, frequency and other instruction documentation completed by parents/carers.

Medicines must only be administered by trained and competent personnel, and in line with Safe Working Practice considering safe storage, administration, record keeping, authorisation and consent, safe disposal etc.

When medication is administered, the date, time and dosage is recorded on the form signed by parents along with the initials of the staff member that administered it. These are kept in the cupboard with the medicine.

Details and a photograph of any students with an emergency care plan are kept in the main office plus on display in the staffroom so that all staff are aware of actions to take in an emergency.

4.19 Maintenance and Inspection of Equipment (Planned Preventative Maintenance Schedule)

To ensure that risk is controlled and managed, there is an annual thorough routine planned preventative maintenance schedule in place covering all regulative maintenance required. This applies to plant, equipment, school owned property, school owned equipment, equipment used for curriculum delivery, resources used by students during break times and equipment used infrequently by site staff. The school uses electronic software for recording and monitoring of all preventative maintenance tasks. The Site Manager is responsible for updating the 'Every' system and ensuring all tasks are completed on time.

All concerns about equipment should be reported to the Site Manager via the 'Every' system.

4.20 Manual Handling and Lifting

The Manual Handling Operations Regulations require that a risk assessment prior to manual handling and lifting is undertaken. It is well documented that these two areas of work-related activity are root causes for work related injury. Injury may occur as a result of poor manual handling technique, or poor risk assessment. All staff, prior to manual handling or lifting, must consider, in sequence the following:

Can the task be avoided?

Can the risk of injury be assessed?

Can you reduce the risk of injury by using equipment or asking for help?

Following risk assessment, suitable control measures (such as equipment etc.) should be implemented.

In the event of an injury, an accident form must be completed via the Office Manager. Our Site Staff have undertaken Manual Handling training and should be asked to assist when portage is required.

4.21 Permits to Work

Where required the Site Manager/Agent will issue a permit to work for high risk activities such as hot works, work at height, confined space.

4.22 Risk Assessments

Risk assessments have been developed for the range of activities undertaken by Holywell School. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed annually or when there is a change in circumstance.

The School Business Manager will retain a list of all non-curriculum risk assessments.

The Site Manager is responsible for the risk assessments in relation to the premises.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available to the School Business Manager.

All staff can receive training for the completion of risk assessments, by request, from the School Business Manager.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

Legislation requires that specific risks in the school are assessed separately. These are indicated below:

Legionella (Please refer to our Legionella Management Plan.)

Fire (Please refer to our Fire Management Plan.)

The Site Manager will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance Schedule. The Site Staff are responsible for carrying out weekly water temperature inspection tests and recording this information in the Water Log Book, raising any concerns to the School Business Manager.

4.23 Safeguarding

The safety of every individual is of paramount importance to the Governing Board of the school. There is a comprehensive safeguarding policy detailing the intent, scope and procedures associated with the health, safety and protection of young people who are engaged in education at the school.

Safeguarding of staff, contractors, visitors, volunteers and members of the public who are associated with the school is also of paramount importance.

4.24 Security/Violence

The Site Manager/Agent opens the school site at 7.00am. Once students are in lessons, all the external gates are locked by those staff on duty. Entry outside of the school day hours is via the main entrance doors. Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals should be accompanied by a member of staff at all times whilst on school property. If staff are concerned about safety, they should contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Manager/Agent will be responsible for locking all doors and securing the site and the end of the day.

4.25 School Transport

Refer to separate minibus policy.

As required by regulation, users of the minibus must make themselves familiar with the minibus policy. Only staff trained and Midas Accredited can drive the minibus. Drivers must be willing to provide their driving licence upon request.

Drivers are responsible for checking the vehicle before and after use and reporting any defects to the School Business Manager. The vehicle is serviced annually and has a valid MOT. The Site Manager will arrange for the service and MOT and alert finance.

4.26 Site Maintenance

Regular maintenance checks are undertaken by the Site Staff on a daily/weekly basis. A more thorough inspection is carried out on a termly basis by the Site Manager/Agent, the School Business Manager and the nominated H&S Advisor. All maintenance/equipment/safety signage and hazard issues will be reported to the Site Manager who will arrange for remedial works to be carried out.

All staff have a responsibility to report and record hazards on the 'Every' system.

Slips, Trips & Falls

Holywell School believes in ensuring that all areas of the school including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular, student's bags and coats are not stored on the floor where it can provide a trip hazard.

The school has procedures in place to manage icy conditions which involves gritting designated access and egress routes into school.

Signage

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

The Site Manager/Agent, as part of their weekly inspection, will look out for any damaged or missing signage.

4.27 No Smoking

The school has a No Smoking Policy across the school site.

4.28 PTFA

Risk assessments for activities planned, managed and hosted by the PTFA should be copied to the School Business Manager.

4.29 Staff Training & Development

The Health & Safety at Work Act 1974 requires that all employees receive adequate information, instruction and training, commensurate with duties from their employer. Training is important in ensuring that safety management procedures are implemented appropriately and no-one should undertake tasks for which they have not previously been trained or instructed upon.

Holywell School will use an online software for managing and recording all H&S training. A Health & Safety training matrix will be used as a guideline to identifying Health & Safety training needs. The school's risk assessment process and professional development reviews will also identify further Health & Safety training needs.

The School Business Manager is responsible for ensuring all Health & Safety training records are up to date and refresher training is carried out when required.

All new staff will receive an induction that includes Health & Safety online training and this will be recorded by the School Business Manager.

Training is undertaken externally e.g. first aid, training and also internally via tool box talks, and in-house training.

4.30 Stress

All staff should be aware of the Free Confidential Counselling Service provided by Care First. A leaflet is displayed on the staff noticeboard in the staffroom of the services offered. Further information can be accessed by the School Business Manager.

4.31 Visitors

Safeguarding the well-being of staff and students is of paramount importance. No visitor should be unaccompanied in the school building prior to a DBS status being checked.

All visitors sign in and out. The visitor log is taken by one of the admin fire marshals in the event of a fire or emergency evacuation.

Fire Procedures are printed on the reverse side of their visitors' badge. Fire Procedures are also posted in every room in the school. There is a disabled visitor slot in the car park. All visitors report to reception and are checked in and given a visitors' badge.

4.32 Work Experience

Work experience students are placed primarily in classrooms assisting teachers. The Student Placement/SCITT Co-ordinator and the Deputy Head with responsibility for Induction will give each of them an induction for the work they will undertake. This will include Fire Safety, H&S at Holywell and Safeguarding students. The Deputy Head will complete a Risk Assessment for them.

4.33 Working at Height

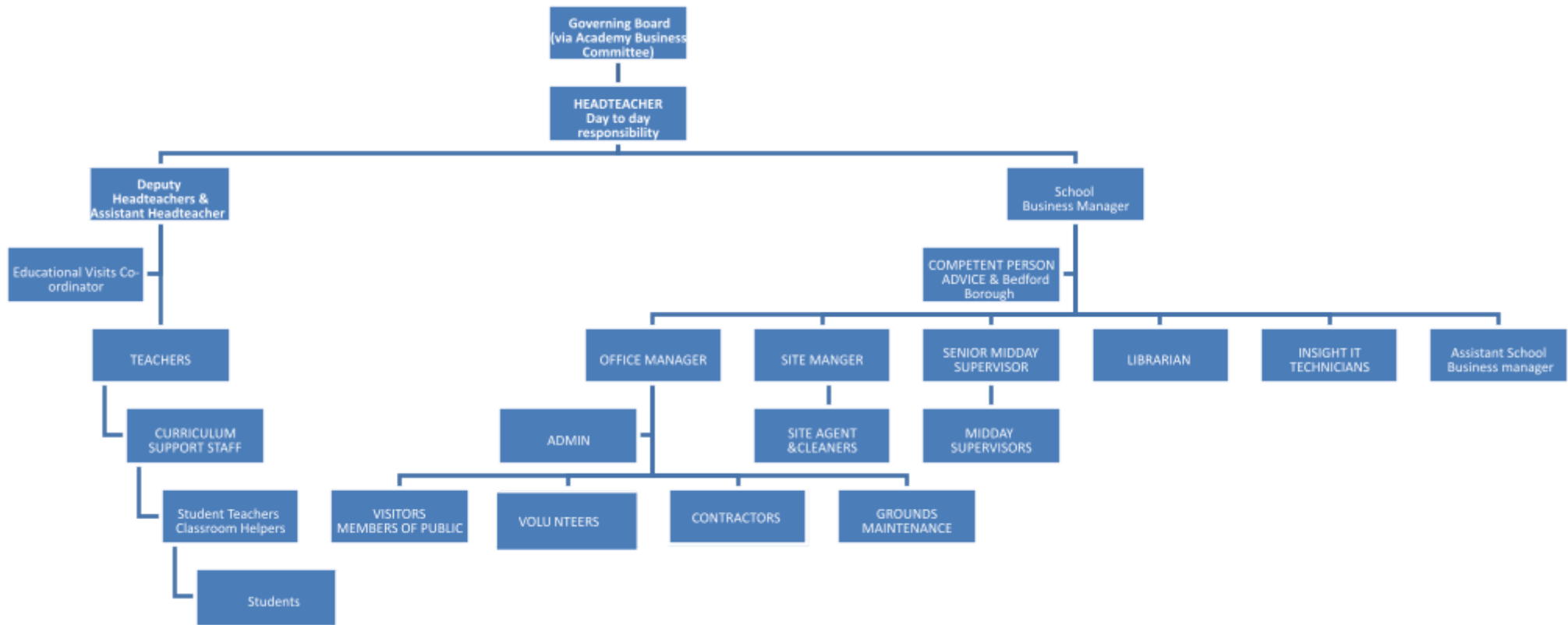
The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. school business manager, head teacher, site manager etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work. Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

Site staff are trained in working at height and should be called upon if such an activity is required in school that requires assistance.

The Governing Board is committed to compliance with the regulations and this is achieved by:

- Operating within safe working practices for work activities such as cleaning (ceiling, light fittings) decorating, some horticultural activities, changing light bulbs, fluorescent tubes, storage etc.
- Undertaking specific Risk Assessments.
- Avoiding working at height if possible.
- When necessary, providing a properly constructed working platform, complete with toe boards and guard rails.
- Providing collective fall arrest equipment.
- Providing mechanical aids, particularly where manual handling cannot be avoided when working at height.
- Appropriate planning and organisation of all work at height.
- Ensuring the weather is taken into account if working outside.
- Ensuring the competence of the member of staff is checked.
- Ensuring the robustness and inspection of equipment prior to use.



Appendix A: H&S Organisation Chart