

Harlington Upper School



Health and Safety Policy

Edition 5: 11 July 2017

Policy No: HUS016

Approved By: Governing Body

Document Control		
Edition	Issued	Changes from previous
1	20 June 2013	New Policy
2	5 June 2014	Thomas Rowell deleted as EVC
3	16 June 2015	First Aid section includes information about the defibrillator. Named Educational Visit Co-Ordinators amended. NASUWT representative added. Link to DfE guidance on Supporting Pupils at School with Medical Conditions included. Reference to e-cigarettes in smoking section.
4	15 June 2016	Updated link to DfE guidance re Managing Medicines
5	July 2017	Jacob Hutchins named as Radiation Protection Supervisor instead of Steve Sims Jacob Hutchins named as NUT representative instead of Natalie Nicol House Leaders replaced with Heads of Year

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
Anti Bullying Policy Behaviour Policy Attendance Policy Visitor Policy Supporting Pupils at School with Medical Conditions	Shawn Fell, Headteacher - Fire Regulations Jacob Hutchins - Radiation Protection Supervisor Moira Boyle, Hannah Sides, Garry Russon - EVCs
	Jacob Hutchins (NUT) Alyson Press (Unison)

Review Frequency: Annual

Review Date:

June 2018

Section A -Statement of Intent

Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, students and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and students will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, students and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and others.

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, students and visitors.

Section B - ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent and the Objectives of this policy the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

Bedford Borough Council (BBC) has been appointed as the school's Health and Safety provider. These arrangements will be reviewed annually.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written statement of intent is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure this Policy is communicated adequately to all relevant persons.
- d) Appropriate information on significant risks is given to visitors and contractors
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) All staff are provided with adequate information, instruction and training on health and safety issues.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- k) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Arrangements are in place to monitor premises and performance.
- n) Accidents are investigated and any remedial actions required are taken or requested.
- o) A report to the Governing Body on the health and safety performance of the school is completed annually.
- p) Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

The School Health and Safety Co-Ordinator

The Business Manager will act as the School Health and Safety Co-Ordinator and is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of school owned equipment.

- d) Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- h) Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- i) Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes, Deputy Headteachers, Assistant Headteachers, Heads of Departments, Subject Leaders, Heads of Year, Support Staff Managers/Supervisors, Technicians

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of adopted/ approved health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Some testing of equipment may require a specialist contractor e.g. PE Equipment, Local Exhaust Ventilation (LEV), design and technology equipment – reports of these inspection must be retained).

- f) Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are recorded and investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise and attend training where appropriate to enable them to do this.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid , accident/ incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the correct use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Headteacher, Health and Safety Co-Ordinator or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher, Health and Safety Co-Ordinator or Head of Department.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to www.hse.gov.uk (INDG 232), Bedford Borough Council Health & Safety Manual, document SO6.

However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

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, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) Observe all instructions on health and safety issued by the school's Health and Safety provider, the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Observe standards of dress consistent with safety and/or hygiene.
- e) Act in accordance with any specific H&S training received.
- f) Report all accidents and near misses in accordance with local procedures.

- g) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- h) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- i) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- j) Exercise good standards of housekeeping and cleanliness.
- k) Know and apply the local procedures in respect of fire, first aid and other emergencies.
- l) Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- m) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- n) Use all work equipment and substances in accordance with instruction, training and information received.
- o) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- p) Employees 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.

Students

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

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

Section C – Procedures and Arrangements

All Bedford Borough Council documents referred to in the Procedures and Arrangements section are available to download from the shared T Drive

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book: Student Support Office
- Completed accident forms should be passed to the Deputy Headteacher, , with a copy to the Business Manager for RIDDOR reportable or site-related accidents.
- The Student Support Assistants are the Assessnet online accident system Administrators
- The designated First Aiders are responsible for entering accidents/incidents onto the online system, recording records of use of the defibrillator 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 normally be reported within 24 hrs.
- The Headteacher or The Health and Safety Co-Coordinator will undertake any investigation as appropriate.

Asbestos

- GallifordTry Facilities Management (GTFM) is responsible for drawing up a site specific Asbestos Management Plan which should clearly set out who has responsibilities for Asbestos management on site
- The Site Asbestos Log Book is located in the GTFM Site Office
- The site specific asbestos management plan is located in the GTFM Site Office
- The Facilities Manager, GallifordTry is responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises
- The Facilities Manager, GallifordTry is responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc
- Damage to asbestos materials must be reported to the GTFM Helpdesk
CSCBedfordSchools@gallifordtry.co.uk

Audit

- The monitoring and frequency of inspections of site, plant and equipment, recording, and reporting to the Governing Body is the responsibility of GTFM.
- GTFM will provide a monthly report to the School on Health and Safety matters
- GTFM will provide an annual schedule of monitoring and frequency of inspections of site, plant and equipment to the School and Governing Body

Behaviour Management/Bullying

- Guidance is set out in the school's Anti Bullying Policy and Behaviour and Attendance Policy

Bodily Spillages

- Staff must wear the rubber gloves provided in first aid kit when dealing with any bodily spillage.
- Staff must contact the GallifordTry Site Staff immediately to clear away residue from any body spillage.

Catering, Caretaking and Cleaning

- Arrangements for catering, caretaking and cleaning are the responsibility of GTFM

Contractors

The selection and management of site related contractors is the responsibility of GTFM.

Contractors for school related issues (e.g. ICT) are the responsibility of the Business Manager

- The process for selection of contractors is in the School Financial Procedures Manual
- The Business Manager is responsible for induction of school related contractors to exchange health and safety information and agree safe working practices while on site

All school contractors should:

- be instructed to sign in at the school reception and wear a visitor's badge or other identification at all times;
- be escorted to the place of work and supervised appropriately;
- be issued with information about evacuation and first aid procedures;
- take responsibility for the health and safety of operations carried out under their control;
- inform the school of any hazards associated with their work;
- provide risk assessment information to the school as appropriate.

Consultation arrangements with employees

- The Governing Body fulfils the function of the safety committee, in accordance with its terms of reference.
- Name of Union representative: Jacob Hutchins (NUT), Alyson Press (Unison),
- Staff will be consulted on H&S related issues through a variety of methods including staff meetings, team meetings, health and safety meetings; frequency as appropriate

Curriculum Safety (including out of school learning activities)

Risk assessments for all curriculum activities are held in the relative department or subject area.

- Jacob Hutchins , Physics Subject Leader will act as the Radiation Protection Supervisor
- CLEAPPS guidance will be followed for Science, Art and Design & Technology subjects
- DATA (Design & Technology Association) guidance will be followed for Design & Technology subjects and British Standard 4163.
- Refer to BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk)

Display Screen Equipment (DSE)

See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form

- The Health and Safety Co-Ordinator is responsible for ensuring DSE self-assessments are completed by users and reviewed
- Further guidance information for DSE users can be found at www.hse.gov.uk
- Health concerns associated with DSE should be reported to the Health and Safety Co-Ordinator or Headteacher
- Arrangements for eyesight testing, where pre-authorised by the Headteacher following a DSE assessment will be made by the Business Manager

Educational Visits and Journeys

The School's policy on Educational Visits and Journeys can be found in the Educational Visits folder on the shared T Drive

- Name of the educational visits and journeys co-ordinator: Moira Boyle, Hannah Sides, Garry Russon
- Guidance information for staff to follow when organising any off-site trips is available in the Educational Visits folder on the shared T Drive
- The Evolve online system will be used for all residential, overseas or adventurous activities trips and visits.

Electrical Equipment (fixed and portable including curriculum based equipment)

- GTFM are responsible for inspection and testing of portable electrical equipment and for maintaining records of inspection and testing.
- GTFM will provide a list of items checked including details of any failed items to the school.
- Staff and students will not use personal electronic equipment (which require mains electricity supply) in school
- Defective electrical equipment should be reported to the site administrator in the main office.

Equipment (other, including curriculum based equipment)

- The Business Manager is responsible for arranging the inspection and testing of school owned equipment and maintaining records including Local Exhaust Ventilation maintenance (LEV), PE equipment, kilns, sewing machines
- Inspection and testing by competent person will usually be carried out annually

Fire Precautions and Emergency Procedures

See BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.

- Name of the responsible person as defined in Regulatory Reform (Fire Safety) Order 2005
Shawn Fell, Headteacher
- The School Health and Safety Co-Ordinator will undertake and review the fire risk assessment annually. The fire risk assessment can be found on the school network T Drive
- All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill summarised in the Harlington Information File.
- A fire evacuation drill shall be carried out once per term
- GTFM are responsible for the frequency and arrangements for test of fire alarm, extinguishers, emergency lighting, procedures to be followed which should all be recorded in the Fire log book, located in the GTFM site office
- The School will maintain a supplementary Fire Log Book, detailing training records, fire practices etc
- Staff with special responsibilities for fire safety are named in the Emergency Procedure document.
- GTFM are responsible for maintenance of fire exit/escape routes
- Process for calling emergency services: by dialling 999.
- Faults and hazards should be reported to the site administrator in the main office.
- The critical incident plan is located in Room AD13 and on the shared T Drive

First Aid

See BBC Health & Safety Manual – F03 First Aid.

- Names and locations of trained first aid staff are displayed on the staffroom noticeboard. The defibrillator should normally only be used by staff who have had First Aid and defibrillator training.
- Location of first aid boxes: Medical rooms (with limited facilities in practical departments)
- Location of defibrillator: Student Support Area
- person responsible for checking and restocking first aid boxes: Student Support Assistants
- person responsible for reporting of incidents and maintaining records of use of the defibrillator: Designated First Aiders
- Who summons an ambulance: First Aiders or any member of staff
- Who accompanies students to hospital: First Aiders (if parents/carers unable to accompany).
- Arrangements for first aid outside school hours: by dialing 999, if a First Aider is not on the premises
- Arrangements for first aid for off site activities: in accordance with trip field file
- person responsible for organizing training and retraining of first aiders/ training records: Business Manager

Gas Safety

- Staff working in areas where a gas supply is in use i.e. science, food technology, design and technology, shall ensure that the gas supply is switched and locked off when not in use.
- That the gas supply must be isolated in the event of an emergency.

Grounds Maintenance

- Arrangements for grounds maintenance are the responsibility of GTFM

Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

- Subject Leaders (as appropriate) are responsible for arrangements for the procurement and use of hazardous substances:
- Subject Leaders (as appropriate) are responsible for undertaking COSHH risk assessments and for the location(s) of hazard data sheets/ COSHH assessments/ emergency procedures for spillages
- Subject Leaders (as appropriate) are responsible for arrangements for any staff training
- Subject Leaders (as appropriate) are responsible for the provision, selection, issue, maintenance and storage of any Personal Protective Equipment (PPE)

Note: For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.

- Name of person to contact re disposal of chemicals: Site Administrator in the main office

Inclusion

- The Special Educational Needs Co-Ordinator (SENCO) is responsible for arrangements for planning and assessment for Special Educational Needs (SEN) students
- The SENCO/Business Manager is responsible for arrangements for making reasonable adjustments in respect of access under the Disability Discrimination Act:
- The SENCO/Business Manager is responsible for arrangements to ensure staff are suitably informed and trained to be able to support include students safely and effectively

Legionella

- Arrangements for legionella management on site are the responsibility of GTFM

Lettings/shared use of premises/use of Premises outside school hours

- Arrangements for lettings/ out of hours activities are the responsibility of GTFM

Lone Working

See BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working

- Staff should consider the implications of lone working to decide whether it is appropriate, and what measures are needed to ensure that they are safe. A risk assessment should be carried out taking into consideration:
 - how secure the building is
 - who knows the member of staff is working alone
 - how help would be summoned if needed
 - how the member of staff will leave the building safely
 -

Managing Medicines & Drugs

Refer to DfE statutory guidance, Supporting pupils at school with medical conditions December 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

- Specific staff training and retraining requirements :
 - epi-pen training will be updated annually
 - managing medicines training - as appropriate
 - other training - as appropriate
- medicines will be stored in a lockable cupboard in the student support office
- surplus medicines will be collected by parents/carers
- needles will be disposed of in a "sharps" bin
- Location of forms with regard to administration of medicines: Student Support Office and medicines file.

Manual Handling and Lifting

See BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.

- Generally most situations requiring manual handling or lifting will be carried out by site staff who are the responsibility of GTFM.
- If a potentially hazardous manual handling activity cannot be avoided, a risk assessment must be carried out and control measures must be put in place to reduce the risk to the lowest possible level. All school staff should ensure they are familiar with correct procedures and attend a course on manual handling if they intend to engage in such activity.

Occupational Health

- Occupational Health services are provided by Bedford Borough Council. This arrangement will be reviewed annually.

Offsite Transport

- Staff travelling off site as part of their work should undertake risk assessment of the activity and apply control measures as appropriate

PE Equipment

- Risk Assessments for use of equipment, (including setting up, moving and packing away) are the responsibility of the PE Subject Leader
- All PE equipment will be inspected on an annual basis
- Hazards and defective equipment should be reported to the site administrator in the main office

Personal Protective Equipment (PPE)

See BBC Health and Safety Manual – Work Instruction SWI01 PPE.

- Staff and students are permitted to engage in activities for which protective clothing/safety equipment is necessary only when such clothing or equipment is used.
- Subject Leaders (as appropriate) are responsible for the provision, selection, issue, maintenance and storage of any Personal Protective Equipment (PPE)

Radiation

- Bedford Borough Health and Safety Service has been appointed as the Radiation Protection Officer. This arrangement will be reviewed annually.
- Jacob Hutchins , Physics Subject Leader is the Radiation Protection Supervisor
- Training Received: Radiation Protection Supervisor Training November 2015

Risk Assessments - General

- The Health and Safety Co-Ordinator is responsible for ensuring that risk assessments are undertaken
- Risk assessments will be reviewed on an annual basis

School Minibuses

See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)

- The Business Manager has responsibility for school minibuses, including roadworthy checks, driving licences, service and MOT arrangements, insurance, driver training and assessment.
- Any faults with the minibuses must be reported by the driver to the Site Administration Assistant immediately.

Security

- Arrangements for school site security are the responsibility of GTFM

Site Maintenance

- Arrangements for school site maintenance are the responsibility of GTFM

Slips, Trips and Falls

- Hazards are minimised through a variety of mechanisms including regular walk-rounds, GTFM helpdesk reports, liaison meetings with GTFM and staff safety briefings

Smoking

- The school is a non-smoking site. The site includes all buildings and grounds within the school boundary, including the car park. Smoking includes e-cigarettes.

Staff Training & Development

- New staff/ temporary staff will be briefed about Health and Safety arrangements by the Business Manager within two days of starting at school
- Supply staff will be briefed about Health and Safety arrangements by the Cover Manager
- Training needs will be identified as part of the performance management cycle, although ad-hoc training needs may arise outside of this cycle.

- Specific training for particular roles will be arranged as appropriate.
- The Cover Manager is responsible for keeping general staff training records

Stress

Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.

Vehicle Movements on site

- The gates across the school driveway will be closed at the start of the school day and will be opened shortly before 3.00 pm to allow access for school transport vehicles. No vehicular access beyond the car parks will be permissible at these time. Contractors requiring access during the school day must contact the school site agents who will arrange supervised access, although this will not be permissible at break or lunch times.
- Access to school bus transport will be supervised before and after school

Violence (also see lone working)

See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.

- Incidents of violence will be reported as appropriate .e.g on accident/ incident report, behaviour log etc

Visitors

- Further guidance can be found in the school's Visitor Policy which includes information about the school's Safeguarding procedures.

Work Experience

- Guidance can be obtained from the school's work experience co-ordinator

Working at Height

- Generally, arrangements for working at height activities are the responsibility of GTFM
- Staff should use small steps for some working at height activities such as accessing shelves, putting up displays etc. and carry out a risk assessment.

Section D – Arrangements for Monitoring, Evaluating and Reviewing the Policy

- The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, students and visitors.
- The Governing Body will act as the Health and Safety Committee
- The Health and Safety Co-Coordinator will arrange an annual Health and Safety Audit from which an Action Plan will be prepared.
- The Governing Body are responsible for reviewing and implementing any actions arising from a H&S audit, incident or report
- The Health and Safety Co-Coordinator will review and update risk assessments periodically or where there have been significant changes to working practice.

Health and Safety Key Performance Indicators (KPI's)

It is important that the Health and Safety performance of their premises can be monitored in order to determine where progress is being made and where further actions and resources may be required.

The following documents may act as a source of KPI's:

- First Aid incidents
- Accident Investigations
- Accident reports
- RIDDOR Incidents
- Violent Incidents
- Occupational Health Reports
- Employee Hazard/ near miss reports
- Claims against the school



Richard Holland
Chair of Governors

Date 11 July 2017



Shawn Fell
Headteacher

Date 11 July 2017

Appendix 1

Health & Safety Organisational Chart Harlington Upper School

