

HEALTH AND SAFETY POLICY

DATE OF POLICY: SEPTEMBER 2017

Bi-annual Policy

Person Responsible:	Mr A J Knowles
Approved by SLT:	September 2017
Approved by Resources:	27 September 2017
Ratified by Full Governing Body:	17 January 2018
Previously Ratified by Full Governing Body:	21 October 2015



Tupton Hall School

Aspire • Learn • Achieve

Health and Safety Policy

(New DCC Policy October 2013)

'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'



STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children and Younger Adults (CAYA) Department issued on the Derbyshire Net for Learning (dnfl).

The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and

supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Leadership Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name: Mr A J Knowles

Name: Mr D Skinner

Sign

Sign

Headteacher

Chair of Governors

Date

Date

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the CAYA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from CAYA Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.

- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from CAYA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the Health and Safety Co-ordinator – Business Manager working alongside Interserve (Facilities Management)

The Business Manager working alongside Interserve are ultimately responsible for the day to day implementation of health and safety in their setting. This includes ensuring there are arrangements in place for the safe use of the setting after hours for lettings and other events.

In order to effectively discharge this responsibility, The Business Manager & Interserve should ensure that:-

- A health and safety policy is developed in line with the CAYA health and safety policy and guidance and that this policy is fully implemented and monitored within their setting.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His knowledge of health and safety issues is kept up to date.
- Individuals within the setting staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the settings health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.

- Inspections of the setting are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The setting has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the setting meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receives adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing training and students on work experience) receives as a basic minimum induction training on their first day in the setting.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the setting. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.

- There is appropriate liaison and consultation with Trade Union representatives.

School Health and Safety Co-ordinator

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/Support staff holding positions of special responsibility

This includes Deputy Headteachers, Subject Leaders, Business Manager, Network Manager and Technicians and Site staff they have the following responsibilities:

Apply the school's health and safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Prepare an annual report for the head teacher on the health and safety performance of their department or area of responsibility.

Class Teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Subject Leaders 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.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Subject Leaders.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.

- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. 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 do not carry out duties on behalf of the Head teacher or Governing Body.

Students

Pupils, allowing for 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.

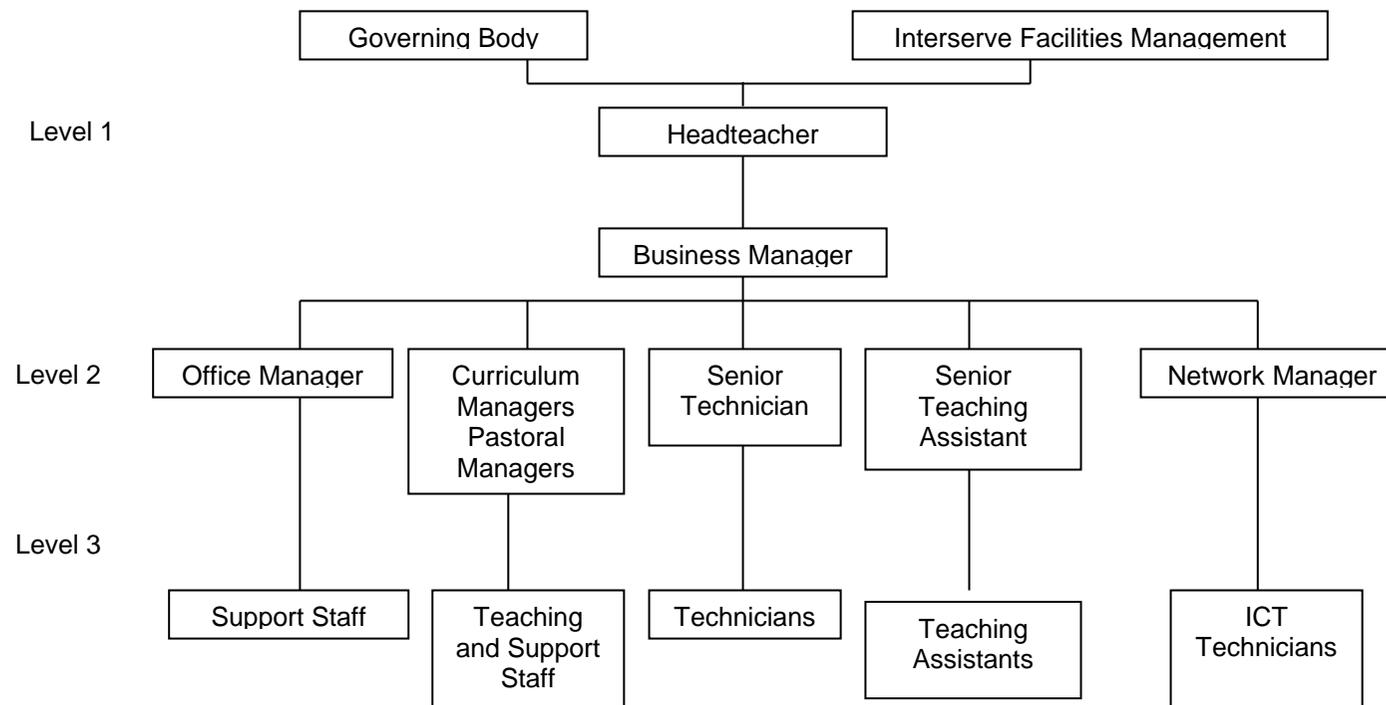
Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

- 1) Students to remove all jewellery during physical Education.
- 2) Earring Spaces, Facial piercings are to be removed at all times.

Organisation

Management Structure and Responsibilities

The chart below shows the structure of responsibility for H&S in Tupton Hall School.



Management Structure

The functions allocated to each level in the above structure are listed below:-

Level 1

- Take day to day responsibility for all health and safety matters in the school
- Liaise with Governors/LA on policy issues
- Ensure policy is implemented
- Ensure that problems in implementing policy are reported to the Governors/LA as appropriate

Level 2

- Ensure Faculty / Departmental procedures are followed and reviewed periodically
- Arrange for staff to be informed and trained as necessary
- Check procedures are followed in Faculties/ Areas
- Act on reports from Level 3 as appropriate and report problems to Level 1

Level 3

- Check classroom / work area is safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure appropriate protective equipment is used safely
- Report problems to Level 2

Arrangements for Health and Safety

Accident/Incident Reporting

Please refer to Tupton Hall School 'First Aid Policy'

All accidents and incidents in Tupton Hall School will be reported and recorded in line with the Local Authority accident reporting guidance. At Tupton Hall School all staff will report all accidents to the Business Manager who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. A copy of the guidance is held within the main school office.

Accident Investigation

Accident Investigations are carried out by the Business Manager. Accident prevention is a major outcome of thorough Risk assessment, when control measures have been put in place to minimise the risk. Our accident prevention programme includes:

- a) Risk assessment and control measures
- b) Building inspections and fault remedies
- c) Planned preventative maintenance programmes
- d) Safety training
- e) Accident reporting and investigation

A full explanation of the accident reporting and investigation process is detailed in the appropriate section of the Staff Handbook.

First Aid will be administered only by trained first aiders and nominated persons. Boxes are available in various areas of the school for self-administering of first aid.

The appointed person for first aid will be the Welfare Assistant. Notices will be posted in all parts of the school identifying the arrangements for obtaining first aid.

The Welfare assistant will:

- a) Take charge of the injured person
- b) Take charge of the first aid boxes, checking their contents to ensure out of date stock is replaced as soon as possible
- c) Ensure a record of each incident is made in the accident book and appropriate forms completed.
- d) Maintain first aid notices

Administration of Medicines

Please refer to Tupton Hall School 'Students with Medical Conditions Policy'.

Communication

Arrangements for communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc. will be carried out through a daily staff bulletin. **Staff should email their concerns to the Business Manager**
SmithSu@tuptonhall.derbyshire.sch.uk

Contractors

Arrangements for contractors – Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.

All contractors should sign in at reception and follow the visitors/contractor procedure (permit to work). A book is placed in reception for all visitors to sign in. Contractors will be the responsibility of Interserve whilst on site. They will ensure Health and safety compliance and best practice.

Contractors bring with them hazards and risks associated with their skills and it may be necessary to bring these hazards, risks and the contractors chosen control measures to the attention of the staff and students who may be exposed to them. These may include exclusion zones and other measures which **MUST** be respected.

COSHH

Any substances, which carry a hazard warning and/or risk phrases, must be subject to a COSHH assessment. A competent member of staff must carry out such risk assessment.

A register of COSHH assessed substances must be kept in appropriate areas of the school. All persons who may have cause to use any of the registered substances must have read the appropriate section of the COSHH register.

All dangerous substances must be stored and used in accordance with the appropriate assessment and legislative requirements. Quantities of all dangerous substances will be kept to an acceptable minimum.

Access to dangerous substances must be restricted to authorised persons.

Subject Areas

Arrangements for controlling the risk in specific curriculum areas:

- **Resistant Materials**
- **Food Technology**
- Science
- Physical Education
- Art

Subject Leaders have their own safety procedures relevant to the teaching of the curriculum in that area. Any new practice or equipment will be subject to a risk assessment immediately prior to being brought into use for the first time.

Disaster Recovery Plans

Please refer to Tupton Hall School 'Critical Incident Management Plan Includes Disaster Recovery Strategy & Plan & Fire Safety'

Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

Staff who work on a VDU for 50% or more of their time are offered a free eye test voucher annually.

Educational School Visits

Please refer to Tupton Hall School 'Establishment, Offsite Visits Policy'

Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk.

Environmental

Interserve will strive to ensure acceptable environmental conditions within the premises. Every effort will be made to ensure that suitable working temperatures are maintained. Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in DT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

Workwear- All staff should wear appropriate clothing for the environment they work in. PPE will be provided in Technical areas.

Fire

Please refer to Tupton Hall School 'Critical Incident Management Plan Includes Disaster Recovery Strategy & Plan & Fire Safety'

Fire procedures, to include:

- Who is the duty holder
- Fire Risk Assessment details
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)
- Testing of the fire alarm (including the recording of the tests)
- Termly fire evacuation drills (including the recording of the results)
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

First Aid

Please refer to Tupton Hall School 'First Aid Policy'

First Aid procedures, to include:

- Name(s) of First Aider(s)
- Name(s) of appointed person(s), if any?
- Location of first aid box(es)
- Who is responsible for maintaining the contents of the first aid box
- A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).
- Who will contact the emergency services if required?
- Procedures for notifying parents, e.g. when and how.

Inspection of the Premises

Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large school it may be more practical to inspect departments separately rather than try to inspect the whole school in one go), and how often. Existing LA guidelines suggest these

inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included.

Inspections are carried out annually by the Governors.

Lone Working

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonably practicable.

Each school should make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.

Mechanical/Electrical and Portable Appliance Testing

Procedures for the introduction of new, second-hand and donated machinery and equipment, written confirmation by email to be sent to the Business Manager

Reminders to staff regarding PAT Testing are sent to staff on a monthly basis via the staff bulletin..

Monitoring Auditing Health and Safety

The Health and Safety Policy is reviews annually.

Audits should take place to ensure the continuous monitoring process is adhered to.

Records of the testing and inspection of equipment and maintenance work are carried out and maintained as part of our Health and Safety management system.

The following list of equipment and practices are kept by Interserve

- Boiler Servicing
- Control of Legionella Bacterial Water System
- Electrical Equipment and Machinery
- Evacuation and Practice Drills
- Fire Alarms
- Fire-Fighting Equipment
- Five Year Electric Inspection (Due march 2014)
- Fixed Electrical Systems

- Fume Cupboards
- Gas Insulation
- Ladders and Stepladders
- Lifting Apparatus
- Lifts
- Local Exhaust Ventilation (LEV)
- Mechanical Machinery
- PE Equipment
- Personal Protection Equipment (PPE)
- Pressure Systems

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Business Manager	
Policy and Management Plan	Business Manager	
COSHH	Business Manager	
Review of Procedures	Business Manager	
Manual Handling of Risk Assessments	Business Manager	
Accident Reports	Business Manager	
Technology Room	D&T Technician	
Cleaning Staff Procedures	Interserve	
Record Fire Appliance Test	Interserve	
Record PE Equipment Check	Interserve	
Check Completion of PAT Testing	Business Manager	
Whole Staff Training- Refreshers	Assistant Headteacher	
Non Accidental Injury Reports	Business Manager	

Weekly Checks

Item	Check By	Comments
Social Area, Walls, Fences, Gates and Seats	Interserve	
Fire Alarm Tests		
Minibus – All Drivers - Routine Checks	Business Manager	
Minibus – First Aid Kit		

Daily Checks (by observation, discussion etc)

Item	Check By	Comments
Physical Intervention	Headteacher	
PE Safety	Head of PE	
Lettings (Safety)	Interserve	
Driver minibus checks	Business Manager	
Communication of Health and Safety concerns to all staff	Business Manager/Interserve	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Business Manager/Interserve	
Premises Inspection	Interserve	
Fire Log	Interserve	
Accident Reports	Business Manager	
Fire Evacuation	Headteacher	
Visual Check of Electrical Equipment	All Staff	
Premises Security	Interserve	

Out of School Activities

Please refer to Tupton Hall Schools 'Establishment, Offsite Visits Policy'

Procedures for all types of out of school activities, e.g. adult to student ratios, type of transport, etc.

Personal Protective Equipment

Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.

This procedure is carried out as part of the staff induction process.

Premises/Lettings

Managed by Interserve

Playground Safety

Risk Assessments are carried out for all playground areas, including equipment and surface inspections by Interserve and annually by the Governors Resources Committee.

Risk Assessments

The Business Manager is responsible for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments, etc.

Road Safety

Interserve is responsible for carrying out arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.

Security

Interserve is responsible for the security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.

Site Access

Interserve is responsible for arrangements regarding the safe access and egress of staff, pupils, visitors and associated vehicles. Security Gates are managed by Reception.

Stress Management

Please refer to Tupton Hall School 'Stress Management Policy'

Arrangements for identifying and managing stress, School Governors, Headteachers, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The real extent of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives.

Training

Please refer to Tupton Hall School 'Continuing Professional Development Policy'

Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new staff, both long and short term.

Violence at Work

Please refer to Tupton Hall School 'Violence at Work Policy'

Tupton Hall School has Violence at Work policy currently in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. School leaders are aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress.

Welfare Facilities

Interserve is responsible for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink etc

Waste Management

Interserve is responsible for managing waste and associated secure points.

Work Related Learning (Alternative Curriculum & Work Experience)

Work related learning describes a broad range of activities for students of all ages. It is aimed at learning about work, through direct experience, and as preparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that will be useful in work.

Working at Heights

The Business Manager is responsible for the working at heights procedure and will advise staff accordingly.

Reviewed September 2017