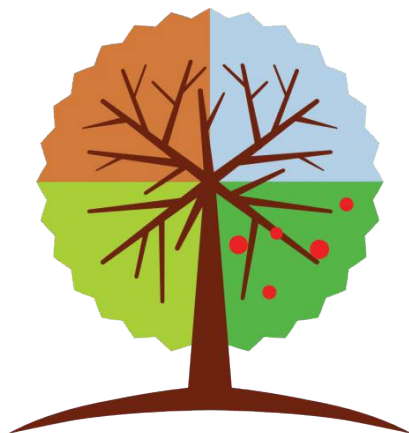




# Serenity School

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## Health and Safety Policy

| Document Status     |                    |
|---------------------|--------------------|
| Author              | Director           |
| Date of origin      | 01.09.2023         |
| Version             | 1 (01.09.2023)     |
| Review requirements | Annual             |
| Date of next review | September 2024     |
| Policy holder       | Headteacher        |
| Approval Body       | Board of Governors |
| Publication         | Website            |

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

## STATEMENT OF INTENT

### INTRODUCTION

Serenity School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of our individual schools and that of the overall Groups commitment to equality.

We are committed to:

- a. Preventing accidents and work-related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum workactivities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout each school and are strategically planned for at executive level.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created and led by a school consultant to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Governor/Director)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Head teacher)

## **ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the Board of Governors Statement of Intent each 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.

### **THE GOVERNING BODY**

The Governing Body & Headteacher has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- 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 and resources 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.

### **THE HEADTEACHER**

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.

- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as identified.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to monitor premises and performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the Governing Body on the health and safety performance of each school is completed annually.

Serenity School health and safety lead is the link governor and will work with a Health and Safety Coordinator at the school. The Health and Safety Coordinator has overall responsibility for:

- a) Co-coordinating and managing the risk assessment process for the school.
- b) Co-coordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- f) Ensuring that staff is adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Board of Governors.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

## **TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Head teachers, Curriculum Leaders, Faculty Leaders, Office Managers, and Site Manager/Caretakers. They must:

- a) Apply the school's Health and Safety Policy to their own phase/department or area of work and be directly responsible to the Headteacher for the application of the 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 to be signed off by the School Business Manager.
- c) Ensure that all staff under their management is familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety, and welfare problems that members of staff refer to them or refer to the Headteacher or Director 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.
- f) Ensure, as far as is reasonably practicable, the 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.
- g) Ensure all accidents are investigated appropriately.
- h) On request contribute information for to the health and safety report to governors.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 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 pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.

- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to 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 or School Health and Safety Coordinator using school procedure.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

- a) The Board of Governors and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time wherever practicable.
- b) 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 Board of Governors.
- c) 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, any problems that need further action or a review of procedures.

### **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.

- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

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.

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 or line manager.

## **PUPILS**

Pupils, 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.

## **PROCEDURES AND ARRANGEMENTS**

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

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher and Health and Safety Coordinator.

An accident report identifying trends in accidents/incidents is provided to the Board of Governors on a termly basis.

### **After school clubs and activities**

All after-school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book and reported to the Office Manager on the next working day for recording on the Incidents spreadsheet.

### **School Site**

Staff are not allowed to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher. The Site Manager/Caretaker will then make arrangements to carry out this work

Staff should report any damage to the fabric of the building to the Site Manager/Caretaker or Headteacher a.s.a.p. If they suspect that such damage involves anything harmful such as suspected asbestos, they should remove children from the vicinity pending investigation.

### **Audit**

The Estates Manager will complete a site survey every term and report on the findings by written report. This is then shared with the Site Manager/Caretaker who works to complete repairs or ensures that appropriate contractors are contacted for planned works.

### **Behaviour Management/Bullying**

The school has both a Behaviour Policy and (anti) Bullying Policy. They are reviewed by staff regularly and concerns are discussed with the designated teacher for Safeguarding or more general concerns at staff meetings.

### **Violence to Staff**

Serenity School are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed at themselves through the reporting process.



Where extreme behaviours are known, pupils have individual risk assessments and behaviour plans called Positive Handling Plans (PHPs). Each school has a senior leader with responsibility for behaviour who holds behaviour meetings for staff working with identified pupils called Planning Live Meetings. There is a written behaviour policy which has been circulated to all staff and relevant staff have received PRICE training (Manual Handling and de-escalation training) which is updated annually for accreditation as well as with scheduled CPDL ongoing through the year.

The school records all incidents using the statutory PRICE forms 1 and 2 and identified staff have received supervision and training from our Lead PRICE professional following an incident of violence within their role. (Refer to Positive Handling Policy)

### **Catering**

Healthy school meals are provided for children daily. Responsibility for the maintenance and replacement of kitchen equipment is shared between the school and the catering company. Defects in the equipment should be reported to the Headteacher so that remedial action can be taken.

School staff should notify the Headteacher if they notice absent children and suspect food poisoning.

### **Caretaking and Cleaning**

A Site Manager/Caretaker is on site daily and has a job description to reflect his duties with responsibilities as identified in the Site Manager/Caretaker's Manual. Cleaners work on site for three hours daily, their duties are overseen by the Site Manager/Caretaker.

### **Contractors**

Governors alongside the Headteacher will source appropriate contractors that will be selected following effective procurement and tendering and with due regard to Health and Safety in line with the *Health & Safety Manual*. The Headteacher/ Deputy Headteacher, Site Manager/Caretakers and Estates Manager are responsible for liaison with contractors to exchange health and safety information, agree safe working practices, and exchange risk assessments.

All contractors should sign in and out using the signing in book and review the contractor hazard information.

Staff must report any concerns to the Head teacher/ Deputy Head teacher or Site Manager/Caretaker immediately. In the absence of the Head teacher any SLT will be suffice.

### **Curriculum Safety** (including out of school learning activities)

Teaching staff complete a risk assessment for out-of-school visits using EVOLVE (see Educational Visits and Journeys documents).

Within school staff is required to have appropriate training in order to teach all areas of the curriculum.

A number of generic risk assessments for routine school activities are held in the school office and on

the commons area of the school server. Teachers are responsible for considering the risks associated with activities undertaken within school and should complete a written risk assessment for unusual activities or those undertaken for the first time. These should be submitted to the Headteacher for inclusion in the school's risk assessment file.

### **Display Screen Equipment**

A workstation risk assessment should be completed annually or following an office move or the installation of new equipment.

The school adheres to our Policy on the appropriate use of IT equipment. Staff should take regular breaks from VDU work.

### **Educational Visits and Journeys**

The school adopts the EVOLVE Educational Visits and Journeys Policy and requires staff to plan and carry out risk assessments prior to a school visit and submit these to the EVOLVE system. Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the school.

During trips medication can only be administered by designated members of school staff as identified in the risk assessment pertinent to that trip.

### **Work Experience Placements**

The work experience co-ordinator follows the working practices outlined in: 'Work-related learning and the law, guidance for schools and school-business link practitioners' and 'Work experience a guide for secondary schools'.

### **Electrical Equipment (fixed and portable)**

The inspection and testing of portable electrical equipment is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This record is kept in the school office.

Defective equipment should be reported to the Site Manager/Caretaker. Personal electrical equipment should not be used in school as stated in our E-Safety Policy.

### **Fire Precautions and Emergency Procedures**

The Health and Safety coordinator is the responsible person for making arrangements for undertaking and reviewing the fire risk assessment, emergency plan, frequency and arrangements for test of fire alarm, emergency lighting, drills, and procedures to be followed. The overall plan is managed by the Headteacher

The fire alarm is tested weekly by the Site Manager/Caretaker. A fire drill is undertaken every term in each school.

Details for evacuation in a fire are detailed in the Fire Evacuation Policy.

## **1. Emergency Procedures**

### **Fire**

In the event of an emergency the alarm must be raised using the nearest call point.

There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

In the event of PMLD pupils being out of their wheelchairs or in non-mobile positioning equipment, if there is no physical evidence of fire (sound of fire or smell of smoke) a member of staff shall stay with the children in the room with the fire door closed and an adult runner will be sent to the assembly point with a list of names of people remaining in the building. This will be given to the most senior member of staff and the Fire Officer immediately.

There is a fire safety logbook in the office where records are kept of alarm tests, fire drills and risk assessments.

Fire equipment is regularly checked and serviced by a contractor.

- **Other emergency** – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed. (See PREVENT as part of Safeguarding Policy)
- As a response to PREVENT a Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of serious accidents. The team acts as the decision-making influence for the management of the incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation in an emergency which includes communications equipment, emergency plans and procedure, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.
- **People with physical disabilities**  
Individual arrangements for the safety and safe evacuation of pupils will be determined before their entry to the school and made known to classroom staff. These should be reviewed regularly for staff with disabilities.

## **2. Emergency Procedures for Vulnerable pupils**

Any member of staff concerned about the condition of any pupil should alert a first aider and the Head of Head or Deputy Headteacher.

The pupil should be placed in the recovery position to maintain an airway

Any major concerns by staff who know the pupil well should be actioned by calling immediately for an ambulance. Parents must be contacted straight away.

### **First Aid**

The School Medical and First Aid Policy details arrangements for first aid are set out to support the Health and Safety Policy and work in line with each other to ensure compliance and overall safe schools.

- The names of first aiders are displayed around school.
- First aid boxes are located in the School Office and selected offices and classrooms as well as the Kitchen. The Office Manager is responsible for checking and restocking the boxes at least termly. In an emergency Office staff will summon an ambulance.
- Where a parent is unable to accompany a child to hospital a member of school staff, preferably known to the child, will accompany them.
- The list of first aiders is maintained centrally. The office in each school organise training for members of staff as appropriate and directed by the Headteacher.

### **Grounds Maintenance**

Grounds Maintenance contractors are dealt with under the school's contractor management procedures. A specification for works is shared with the contractor prior to appointment.

### **Hazardous Substances**

The school complies with guidance under general Health & Safety Guidance; Manual for Site Manager/Caretakers, for selection and use of substances. The Site Manager/Caretakers are responsible for ensuring that hazard data sheets are completed and retained on site. With reference to cleaning products: Site Manager/Caretakers should undertake the necessary risk assessments and ensure that staff are properly trained in the use and storage of hazardous substances and the use of protective equipment.

### **Asbestos**

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos.
- Removing asbestos containing materials where the risk to building user is unacceptable;

Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

If appropriate a most up to date asbestos report kept in the premises file by H&S Coordinator.

### **Water Supply/Legionella**

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The names responsible person has a clear understanding of their duty. Regular documented water checks are undertaken, and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site logbook is used. A process is also in place to deal with any actions should they arise.

This is the responsibility of the contractor who supplies copies of maintenance certificates which are held in the premise's logbook.

**Inclusion**

The school recognises its statutory obligations with regard to inclusion; the school's SEND Policy applies. The SENDCos are responsible for planning and assessment for SEN pupils and making reasonable adjustments in respect of access under DDA, where access is required. The SENDCo is responsible for ensuring that staff are suitably informed and trained to be able to support include pupils safely and effectively.

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

The school has an appropriate Lettings Policy and terms and conditions document that details health and safety arrangements and responsibilities, including staffing requirements, first aid provision, fire and emergency arrangements, restrictions on use of equipment, licencing, insurance, and responsibilities.

**Lone Working**

When working alone in the premises a suitable risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks. (See separate policy)

**Managing Medicines & Drugs**

The Supporting Children with Medical Needs and Managing Medicines Policy. (See separate Policy)

School staff are only allowed to administer medication prescribed for a specific child by the child's doctor with parental permission. Parents are required to fill in a form requesting staff to give medication during school time. Staff will be trained as the need arises in cases of long term or unusual medication.

**Maintenance and Inspection of Equipment**

The Site Manager/Caretakers maintain a Preventative Planning and Maintenance schedule. The school undertakes a number of checks annually to ensure compliance. The Headteacher will commission an independent audit each year for all schools and write a summary report and action plan to be submitted to the Board of Governors and Headteacher for action

Checks are undertaken by competent contractors – managed under the Contractor Management guidelines.

**Manual Handling and Lifting**

The Headteacher will ensure that all staff have a good understanding of the principles of safe manual handling and lifting. Risk assessments should be produced for any manual handling or lifting tasks which are undertaken on a regular basis. Wherever practical, aids should be used to reduce the amount of lifting and carrying undertaken. Please see Manual Handling Policy within staff handbook.

### **Outdoor Play Equipment**

Outdoor play equipment is checked annually along with PE equipment. The Site Manager/Caretaker is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually.

Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.

All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Site Manager/Caretaker and Headteacher.

### **PE Equipment**

PE equipment is checked annually by a competent contractor. It is the responsibility of the PE staff to undertake risk assessments and visual checks and report any concerns to the Site Manager/Caretaker and Headteacher.

Accidents or near misses involving PE equipment should be reported in line with the accident and hazard reporting procedure (detailed above).

### **Protective Professional Equipment (PPE)**

The Site Manager/Caretakers and site staff are provided with suitable protective equipment, e.g. gloves, goggles, ear defenders, and suitable attire for working outside during winter (this list is not exhaustive).

It is the responsibility of the Site Manager/Caretakers to ensure that there is suitable protective equipment for site staff and that it is used. It is the responsibility of the Headteacher to ensure there is suitable PPE for the Site Manager/Caretakers.

All staff have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the Headteacher.

### **Risk Assessments**

It is the responsibility of the Headteacher to ensure that whole school risks assessments are carried out and reviewed annually. These will be signed off by the Headteacher to ensure compliance with current guidance and legal frameworks.

Risk Assessments for trips and visits are covered under the school's trips and visits policy.

Class Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.

Often outside agencies are invited into the school for special or 'wow' events, these are considered part the school's trips and visits policy and it is the responsibility of the 'trip' leader or event organiser to follow that policy.

Risk Assessments linked to SEND pupils are the responsibility of the SENDCo.

Risk assessments linked to pupils with Individual Healthcare Plans are the responsibility of the Class Teacher.

Risk assessments for pregnant staff are the responsibility of the employee's line manager.

### **School Transport**

The school's minibus policy applies.

Staff should not routinely transport pupils in their own vehicles. Where this has been agreed the adult transporting a child in school time is required to hold a current driving license, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with appropriate MOT certificate.

### **Security**

The school is open to staff from 7:00am-6.00pm during term time.

A buzzed access magnetic gate is in use for access to the main reception gate at all our school sites.

It is the responsibility of staff opening those gates, whether in person or via buzzer, to ascertain the reason for entry and, where reasonable, the name of the person to whom they are granting access.

The Site Manager/Caretaker, or person designated key holder by the Headteacher is responsible for securing the school site at the end of each school day, after a letting or during the school holidays.

During lettings of the school hall all doors into classrooms remain locked to ensure the security of school property. During PTA events valuable items are locked away. Classrooms not in use are kept locked and PTA committee members are responsible for ensuring security of areas of the school in use.

The site is alarmed. A third-party service is used for call outs out of school hours.

### **Site Maintenance**

The Site Manager/Caretaker is responsible for ensuring the day-to-day maintenance of the school building and site.

A planned preventative maintenance schedule is in place for both sites. It is the responsibility of the Site Manager/Caretaker to ensure that the schedule is adhered to.

All school staff are responsible for reporting hazards or maintenance issues to the Site Manager/Caretaker and/or the School Business Manager. A log/action book is available for staff to note any minor issues for action.

These are located, in the Site Manager/Caretaker's office

Any issues of significant concern/danger should be reported to the Site Manager/Caretaker, Headteacher or other member of SLT immediately.

Safety signage is used on site in line with statutory requirements. All staff have responsibility

for reporting any missing signage or any concerns about signage to the Site Manager/Caretaker or Headteacher.

### **Smoking**

Throughout the UK smoking is prohibited by law in virtually all enclosed workplaces and public places, on public transport and in vehicles used for work.

At school no-smoking is allowed anywhere within the perimeter of the school, this includes all external places, this includes e-cigarettes. This policy extends to the school minibus.

### *Use of Nicotine Containing Products*

The term “electronic cigarette” is a generic term many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour; others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

Use of products that resemble cigarettes or which could be confused with them, including ‘electronic’ cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the school, this includes all external places and in the school minibus.

This applies at all times - in and out of school time.

### **Staff Training & Development**

New staff are inducted in line with the School’s Induction Policy which includes information regarding Health and Safety.

Role specific training is provided as required and is identified primarily through:

- the school’s appraisal process,
- the creation of Individual Healthcare Plans (Supporting Children with Medical Needs Policy)
- the routine monitoring of health and safety qualifications and certificates, e.g. first aid lists

While it is expected that the Headteacher will have a good overview of the Health and Safety training needs, all staff have an individual responsibility to identify and report where they might require additional training or support.

Training needs related to Health and Safety should be passed to the Headteacher and Health and Safety coordinator for action.

### **Stress**

All employees have the right to expect that their working conditions and relationships will be such that they do not result in unnecessary anxiety or prolonged stress symptoms. Staff are encouraged to use supervision to help manage the demands of their roles. Supervision is offered both in group format and individual therapy.

### **Visitors**

Visitors to the school are required to sign in on arrival. Visitors will be given a badge which they must



wear at all times on the premises.

On a first visit to the school, they are given a copy of the school's safeguarding information and made aware of the fire evacuation arrangements. Visitors to the school are allowed to park in the school car park. It is the responsibility of the member of staff who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.

### **Volunteers**

Volunteers are required to sign in on arrival. Volunteers will be given a badge which they must wear at all times on the premises.

Volunteers are subject to an enhanced DBS check. It is the responsibility of the Class Teacher to ensure that the School Office is given details of all volunteers in order that this check can be carried out.

Volunteers are inducted in line with the School's Induction Policy.

### **Work Experience**

Work Experience Students are inducted in line with the school's induction policy.

### **Working at Height**

All School Staff should use the appropriate equipment, e.g. kickstools, to affix displays etc. above head height and have due regard for their health and safety and that of others. Staff should never use chairs or tables in place of the appropriate equipment.

Staff undertaking working at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to the work being carried out.

Checks and tests of the mansafe system such as eye bolts, ladders, tower scaffolds and other equipment for working at height should be undertaken in line with statutory requirements. Arranging for the checking of the equipment, and any remedial works, is the responsibility of the Site Manager/Caretaker reporting to the Headteacher.

Contractors working at height are required to complete the appropriate paperwork and are dealt with under the school's contractor management arrangements.

### **Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site and a sufficient supply of salt/grit is available.

This is the responsibility of the Site Manager/Caretaker. Staffs are aware of the procedure for logging any issues and concerns.

**Related documents:**

- Health and Safety Manual
- Educational Visits and Journeys Documentation
- COSH guidance
- First Aid Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions
- SEND Policy
- School Travel Plan
- Risk Assessment

Staff Holding Responsibilities for Health and Safety at each school.

Date:01.09.2024

| <b>Position</b>                            | <b>Name</b>             |
|--------------------------------------------|-------------------------|
| Governor responsible for health and safety | G McCullough            |
| Headteacher                                | Marianne Rodger-Weetman |
| Sport and PE Co-ordinator                  |                         |
| COSHH Co-ordinator                         | Louis Mears             |
| Estates Manager                            | Louis Mears             |