

HAMPTON GARDENS: HEALTH & SAFETY POLICY

This statement of safety policy is produced in respect of **Hampton Gardens** and forms the basis of future planning and implementation of health and safety matters within the school.

1.0 STATEMENT OF INTENT

1.1 The Board of Trustees, Local Governing Body and Executive Headteacher recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

1.2 The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Board of Trustees, Local Governing Body and Executive Headteacher.

1.3 The Trustees recognise their responsibility under the Health and Safety at Work Act, so far as is reasonably practicable, to:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure 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;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

1.4.1 In addition to the above commitment, the Board of Trustees, Local Governing Body and Executive Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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- 1.4.2 The Board of Trustees recognise the need to consult with staff on health and safety matters and the need to consult with individuals before the allocation of particular health and safety functions. This will be achieved by discussion through the school's safety committee procedure.
- 1.6 The Board of Trustees, Local Governing Body and Executive Headteacher will ensure adequate resources, including finance to implement the Policy.
- 1.7 The Board of Trustees require the Health & Safety Committee to undertake an annual audit on health and safety matters in order to determine areas of concern and to determine the way forward.
- 1.8 The Board of Trustees, Local Governing Body and Executive Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Board of Trustees, Local Governing Body and Executive Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.
- 1.9 This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
- 1.10 This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Board of Trustees.

Signed:	Signed:
Executive Headteacher's name:	Chair of Trustees' name:
Date:	Proposed review date:

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2.0 ORGANISATION

In order to achieve compliance with the Board of Trustees, Local Governing Body and Executive Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document

- 2.1 The Board of Trustees has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Executive Headteacher and Local Governing Body the Trustees will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. A summary of individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.2 The Executive Headteacher

The Executive Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Local Governing Body the Executive Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Executive Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Board of Trustees will require the Executive Headteacher to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Executive Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

2.3 The Director of Finance & Resources

The Director of Finance & Resources must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

The Director of Finance & Resources will ensure that in all schemes of work that students, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.

The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Business Services & Projects Manager.

The Director of Finance & Resources must be aware of all contractors and/or third parties entering the school to undertake maintenance, service or works contracts. This duty will be delegated to the Site Manager.

When building or maintenance work is carried out by contractors, it is the school's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work. This duty will be delegated to the Site Manager.

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The Director of Finance & Resources will deputise for the Executive Headteacher as Chair of the school Health & Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

The Executive Headteacher/Director of Finance & Resources will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

The Executive Headteacher/Director of Finance & Resources shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery, etc., which they consider to be unsafe.

The Executive Headteacher/Director of Finance & Resources shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools and equipment which are the establishment's responsibility.

The Executive Headteacher/Director of Finance & Resources, with the Health & Safety Committee, shall review from time to time the provision of First Aid in the school and fire and evacuation procedures.

The Executive Headteacher/Director of Finance & Resources will monitor and inform the Governing Body of appropriate training which has been or will be given to staff to enable them to fulfil their responsibilities. This will include new appointments and staff transferring to other roles/responsibilities within the school.

The Executive Headteacher/Director of Finance & Resources will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.4 Business Services & Projects Manager

The Business Services & Projects Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Executive Headteacher/Director of Finance & Resources any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

In conjunction with the Site Manager, to be responsible for co-ordinating all contractual work and maintenance carried out on school premises.

To liaise with Heads of Department and to ensure safety procedures and policy agreements are adhered to.

To ensure good communication exists within the school adhering to principles as laid down by the Health & Safety Policy.

To be responsible for compiling a school Register identifying known hazardous substances and materials (eg asbestos, lead, flammables, etc.)

To liaise with the Executive Headteacher/Director of Finance & Resources to ensure that emergency procedures (including bomb scares) are adequate. (The Head of School is responsible for the evacuation of school premises.)

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To be responsible for ensuring a competent person or specialist is consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

In conjunction with the Site Manager, to be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.

2.5 Site Manager

To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

Under section 6 of the Health and Safety at Work Act the Premises Manager is responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances, etc, is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets.)

To be responsible for compiling a site specific Register identifying known hazardous substances and materials (eg asbestos, lead, flammables, etc.)

The Site Manager must maintain a register of contractors who enter the school to undertake maintenance, service or works contracts and to ensure that all contractors are competent in their specific skills.

2.6 Heads of Department/Heads of House

Heads of Department are responsible and accountable to the Executive Headteacher for all matters relating to health, safety and welfare within their departments. Heads of House are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "departmental" areas.

In the exercise of this responsibility Heads of Department must:-

- ensure that all staff under their control receive instruction in their duties, regarding health and safety matters.
- ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- produce their own departmental safety policy, defining safe working arrangements and bring it to the attention of members of staff including new entrants, supply teachers, etc.
- ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

Under Section 6 of the Health and Safety at Work Act, Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment substances, etc, - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers' Data Sheets").

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Heads of House must report to the Business Services & Projects Manager all problems, defects and hazards.

Heads of Department and Heads of House must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.

Heads of Department must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

The EC Directives will require that Heads of Department carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work.

Heads of Departments will complete a Health and Safety Checklist on an annual basis and submit this to the Business Services & Projects Manager.

2.7 Teachers/Curriculum Support Staff

Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching staff and curriculum support staff are responsible and accountable to their Head of Department for the implementation of the school safety policy in the performance of their duties.

They must be familiar with the school's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

They must report to their Head of Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

Supply teachers must be made aware of the school Health and Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

2.8 Site Staff

The Site Staff are responsible and accountable to the Site Manager for all matters relating to health, safety and welfare within the sphere of their activity.

The Site Staff must ensure they are familiar with the school's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (eg storage arrangements, materials, equipment, substances, etc).

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The Site Staff must report to the Site Manager using the school's procedure when reporting any defects or hazards that are brought to their notice.

2.9 Kitchen

The School Catering Contractor must:-

- familiarise themselves with the school's Health & Safety Policy and what it means to their work activities.
- work in conjunction with any Policy Statement, health and safety rules and guidance issued by their employer, in the case of external providers.
- ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- inform the Site Manager/Business Services & Projects Manager of any potential hazards or defects.

It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

2.10 Safety Representative(s)

The Safety Representative(s) will be encouraged by the Executive Headteacher/Director of Finance & Resources to fulfil their duties as well as being released for any appropriate training.

The Board of Trustees and Executive Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher, Board of Trustees or Local Governing Body.

2.11 School Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Copies of the school's Health and Safety Policy will be available electronically and in the 'Policies Folder' within the Staffroom. A copy will also be displayed on the Staffroom Noticeboard.

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2.12 Duties of the Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

2.13 Temporary Staff

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head of School whilst on the school site.

2.14 Students

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

2.15 Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher or staff member in charge whilst on the school site.

2.16 Role of Specialist Advisers

The Board of Trustees recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at school Health & Safety Committee level.

3.0 ARRANGEMENTS

3.1 The Board of Trustees recognise that the way forward in achieving effective management of the school Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school "Health & Safety Committee".

3.2 The Safety Committee will include:

Director of Finance & Resources (Chair)
Local Governor
Head of School
Business Services & Projects Manager
Site Manager
Head of Science

3.3 The school recognises the importance of communication to such as staff, visitors, students, parents, volunteers, contractors etc. Information will be communicated to all parties as and when required.

3.4 The school recognises the importance of consulting with employees on health and safety matters.

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3.5 Section 1 - Risk Assessment

3.5.1 Risk Assessment

The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPs/AfPE etc. Risk assessment is the responsibility of the School Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

Business Services & Projects Manager - general risk assessments

Site Manager - premises

Teacher of Art - Art Department

Teacher of PE - PE Department

Head of Science - Science Department

Teacher of Technology - Technology Department

EVC - School Trips

HR Manager - Personnel requirements

3.5.2 School Trips

The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.

3.5.3 Working at Height

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Working at height tasks are only carried out by trained staff. The Site Manager is responsible for carrying out six monthly documented ladder checks and all trained staff are responsible for checking ladders are in a fit state prior to each use.

3.5.4 Noise

The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

Areas of increased noise levels are in the Music and Technology departments. Department Heads are responsible for evaluating and controlling these noise levels. Staff and students are provided with PPE where required.

3.5.5 Violence to Staff

The 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 ensure appropriate control measures are put in place. Staff report any incident of aggression or violence directed to themselves through the Student Services Team.

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3.5.6 Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process. The school is locked down during school hours. Visitors and Contractors must sign in and out at Reception and where required must be escorted by a member of staff. Should staff have any concerns about security they must immediately alert Reception who will inform the Site Team.

3.5.6 Personal Security/Lone Working

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. Two-way radios and mobile phones are to be used to alert staff if assistance is required. Lone working must not be undertaken without the permission of the Director of Finance & Resources.

3.5.7 Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.

The Site Manager, Teacher of Art, Head of Science and Teacher of Technology are responsible for applying CoSHH arrangements on their departments and for recording assessment and data sheets.

The Board of Trustees recognise there will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc, (eg fume cupboards, woodwork, extraction, heat treatment, soldering, pressure cookers etc).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the respective Head of Department and Site Manager.

3.5.8 Personal Protective Equipment

Staff/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

3.5.9 School Transport

Risks associated with driving are evaluated within assessments for activities

3.5.10 Manual Handling

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Business Services & Projects Manager is responsible for assessing the appropriate approach to handling tasks.

3.5.11 Curriculum Safety (including extended school activities)

Heads of Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.

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3.5.12 Work Experience Placements

Work experience co-ordinators follow 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'.

3.5.13 Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The Business Services & Projects Manager ensures that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

3.5.14 Playground Supervision / Play Equipment and Maintenance

Risk assessments have been carried out to identify potential hazards in the playground and their likelihood to cause harm. Procedures are in place to supervise students in all external areas and staff ratios for lunchtime supervision are kept to. The Senior Leadership Team are on call to deal with incidents.

3.6 Section 2 - Premises

3.6.1 Mechanical and Electrical (fixed and portable)

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held by the Site Manager.

3.6.2 Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment but is done in accordance with statutory requirements.

3.6.3 Asbestos

The school was constructed in 2017. No asbestos was used in its construction.

3.6.4 Contractors

Contractors have regular access to site. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them. Contractors are required to sign in at Reception and report to the Site Team who will explain the work required, prior to leaving site they are expected to advise the Site Team on the status of the work. Approved contractors will be issued with a red door access card and are able to work unsupervised. Where possible, contractors are requested to attend site outside of school hours. Contractors are required to follow the same emergency evacuation procedures as school staff. Permits to work are issued and controlled by the Site Manager.

3.6.5 Building Contractors

Where part of the school site is required to be handed over to a contractor any hazards will be identified and controlled with effective supervision. Where possible work will be carried

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out when the school is unoccupied. Access arrangements and emergency arrangements will be agreed prior to contractors coming onto site.

3.6.6 Lettings

The school does let the facilities to organisations who meet the terms and conditions of the Lettings Policy. Please refer to the Lettings Policy for further information.

3.6.7 Slips/Trips/Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Team ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Team. All staff are expected to be vigilant and aware of possible hazards and to report these.

3.6.8 Cleaning

A cleaning schedule is in place which is monitored by the Site Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

3.6.9 Travel Arrangements (on-site)

The car park is designated for use by staff, contractors and visitors. During the school day access into the car park is restricted by a barrier which is controlled by fobs issued to staff of via reception. The car park has a designated entrance and exit and a one way traffic system within which is clearly marked by arrows.

3.6.10 Bus Duties

There is not a designated school bus service for students but by agreement Decker Buses operate a bus service which drops students off in the car park. The bus is parked in a designated bus bay and students boarding and alighting the bus are supervised by the member of duty staff located in the car park at the beginning and the end of the day.

3.6.11 Caretaking and Grounds Maintenance

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process. Site staff carry out regular checks of the fire alarm system and sprinkler system and record these in the Log Book.

Grounds maintenance contractors where possible carry out work outside of school hours. If work needs to be done during school hours then procedures are in place to ensure that this does not impact on the delivery of lessons or exams.

3.6.12 Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection. Annual inspections are overseen by the Site Manager.

3.6.13 Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in

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place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

3.6.14 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 named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. 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 log book is used. A process is also in place to deal with any actions should they arise.

3.6.15 Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the 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 grit/salt is available.

3.7 Section 3 - Medical/Fire and Emergency Arrangements

3.7.1 Infectious Diseases

The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

3.7.2 Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those students with special needs.

3.7.3 Drug Administration

The school has a First Aid Policy which clearly states the procedure for administering medication to students while at school and the responsibilities of Parents, Students and Staff. This Policy also covers any requirements for medication while on a residential trip.

3.7.4 First Aid

The school has a First Aid Policy and provides suitably trained first aid staff. Please refer to the First Aid Policy for further information.

3.7.5 Reporting of Accidents, Hazards, Near Misses

All staff are encouraged to report accidents, incidents and near misses using the 'Near Miss' form located in the staff room. Completed forms should be submitted to the Business Services and Projects Manager who will investigate such incidents and identify and implement means to prevent a recurrence.

3.7.6 Fire Safety and Emergency Evacuation

A risk assessment has been carried out and a safety management plan is in place. The arrangements for general fire safety/emergency evacuation procedures will be in

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accordance with school procedures. The school "Fire Log Book" will be used by the Business Services & Projects Manager to record tests, drills, training, visits by the Fire Brigade, etc.

3.7.7 Crisis and Emergency Management

A School Incident 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 a serious accident. The Team acts as the decision-making influence for the management of an 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 during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

4.0 MONITORING THE SCHOOL'S HEALTH AND SAFETY PERFORMANCE

4.1 Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, students, contractors and other visitors. Monitoring takes place in various formats, for example Health & Safety Committee, feedback following fire evacuations, change required due to student numbers, staff and student voice.

4.2 Inspections

The Board of Trustees require a report from the Executive Headteacher to confirm that departmental self-inspections have been carried out and that the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons and hazards and risks associated with these are monitored and controlled.

The Board of Trustees, with the Executive Headteacher, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

4.3 Review

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

4.4 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan. The school engages the expertise of Health and Safety Consultants to carry out both Fire and Health and Safety Audits.

5.0 TRAINING

5.1 Staff Health and Safety Training/Competence

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Head of School/Heads of Department ensure that appropriate training is delivered and training records held centrally. Line managers conducting the Performance Management process consider health and safety performance and address

HAMPTON GARDENS: HEALTH & SAFETY POLICY

areas of concern with employees, taking into consideration training needs and new legislation.

5.2 Supply and Student Teachers

The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Administration Manager is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Administration Manager gives guidance on the work to be covered.

5.3 Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under their direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

6.0 SECTION 6 - HEALTH AND WELLBEING

6.1 Pregnant Members of Staff

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

6.2 Health and Well Being Including Absence Management

The school regularly carries out a Wellbeing Survey and additional assessments as appropriate in conjunction with HR and Occupational Health advice. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The HR Manager monitors absence levels and reports to the Personnel Committee on a regular basis.

6.3 Smoking on Site

The school is a no smoking site.

7.00 ENVIRONMENTAL MANAGEMENT

7.1 Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

7.2 Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

8.00 CATERING AND FOOD HYGIENE

8.1 Catering Contractors

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority.

