



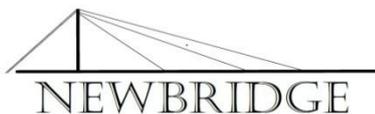
HEALTH AND SAFETY POLICY

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Staff Responsible : Executive Principal & Business Director



Vale of Evesham School
a specialist school for cognition and learning - enabling inclusion in the community

Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales Company number 08414933
whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcs, WR11 1BN
Telephone: (01386) 442753 Executive Principal: Liz Hayward

1. STATEMENT OF SAFETY POLICY

The Governors of Advance Trust Schools recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practical, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a Health & Safety Committee, on which the staff Health and Safety Representative, and other staff, may serve.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Management of Health and Safety at Work Regulations 2006
- The Control of Substances Hazardous to Health (COSHH) Regulations 2009
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

- The Lifting Operations Lifting Equipment Regulations 1998
- The Display Screen Equipment Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- HSE 'Sensible health and safety management in schools' 2014
- EFA 'Managing asbestos in your school' 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf
- Public Health England 'Health Protection in Schools and other Childcare Facilities 2017'
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

This policy should be used in conjunction with other school policies, procedures and documents as necessary (including, but not limited to):

- Asbestos Management Plan
- COSHH Risk Assessments
- Educational Visits Policy
- Emergency Management Plan
- Fire Risk Assessment
- Fire Procedure
- First Aid Policy
- Residential Fire Procedure
- Lone Working Policy
- Lockdown Procedure
- Manual Handling Policy
- Medications Policy
- Personal Emergency Evacuation Plans
- PPI Policy
- Water Testing/Risk Assessment

2. THE ORGANISATION - RESPONSIBILITIES

2.1 Advance Trust:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at schools within the Trust including Vale of Evesham School, Riversides School, Kingfisher School and Newbridge School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done. c) has responsibility for appointing a competent person to project manage those works which fall within the scope of the Construction (Design and Management) Regulations 1994, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Advance Trust Board of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council - namely Clive Werrett (01905 846102 under the H&S SLA for the Trust, together with Place Partnership (Vale) and P R Associates (Kingfisher, Newbridge & Riversides) and other relevant organisations.

2.3 The Headteacher is responsible for:

- a) the implementation of the school safety policy.
- b) advising the Governing body of the need to review the school safety policy.

- c) the day to day responsibility for health and safety in the school.
- d) ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk.
- e) ensuring that staff receive appropriate health and safety training.
- f) ensuring that the requirements of any external H&S Audits and Inspections are met.
- g) ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) notifying the Advance Trust Board of Directors of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) notifying the Advance Trust Board of Directors of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) emergency procedures, including evacuation in case of fire or bomb threats.
- k) ensuring that adequate provision is made for the administration of First Aid.
- l) ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.4 Head of Care (Residential setting only) / Business/Office Managers are responsible for:

- a) maintenance and oversight of first aid equipment and materials (e.g. restocking of First Aid boxes in line with latest HSE guidance) and controlling and maintaining any other First Aid supplies as may be kept separately.
- b) keeping of pupil accident book, staff/visitor accident book and reporting of accidents to the HSE as appropriate.
- c) arranging for emergency assistance (i.e. calling an ambulance) when necessary.

2.4 Heads of Department / Subject Leaders are responsible for:

- a) all matters of health and safety in their department or subject area.

- b) bringing to the notice of the **Headteacher** /School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a departmental / subject safety policy statement together with risk assessments and revising as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary (where hazardous conditions cannot be eliminated) personal protective equipment (i.e. eye protection or protective clothing) is provided and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, *restricting use of teacher only machines to named individuals*, positions of gas, water or electrical isolators etc.).

2.6 Other Teaching Staff, Support Staff and Technicians are responsible for:

- a) ensuring that they are familiar with and comply with the school's Health and Safety Policy and any risk assessments relevant to the activity being undertaken.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Leader to the **Headteacher** or School Safety Officer (as appropriate).
- c) co-operating with their employer (*Advance Trust*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.7 The Caretaker is responsible for:

- a) ensuring that he/she is familiar with and complies with the school safety policy, and any other specific policies relevant to the role, e.g. manual handling, lone working (see appendix 2).
- b) bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).

- d) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- e) the completion of portable appliance testing, to maintain electrical equipment in safe condition, submitting the record of results to the Business/Office Manager.
- f) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared snow or ice etc).
- g) informing the Headteacher or Business/Office Manager as appropriate of the arrival (or expected arrival) of contractors for maintenance work.
- h) informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessment carried out).
- i) the safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers)
- j) ensuring daily vehicle inspection checks are carried out on all minibuses together with organising maintenance schedules, taxation and MOT requirements. Liaise with the Business/Office Manager as required.

2.8 The Business Director is responsible for:

- a) ensuring that all line managed staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- b) bringing the school safety policy and risk assessments to the attention of any cleaning or other staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c) bringing to the attention of the Headteacher (*or School Safety Officer*) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.
- d) ensuring the completion of portable appliance testing, in conjunction with the Caretaker, to maintain electrical equipment in safe condition, together with a record of the results.
- e) carrying out the review of the Health and Safety policy for consideration by the governing body.

2.9 A Safety Representative has the right to:

- a) carry out termly inspections of the premises and submit a written report to the headteacher.

- b) receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) represent their membership to the Executive Principal (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) represent the staff / union membership on school safety committees.
- e) receive such training as may be necessary for them to perform their duties.

2.10 Catering Manager is responsible for:

- a) ensuring that he/she is familiar with and complies with the school safety policy.
- b) ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) bringing to the attention of the Headteacher (*or School Safety Officer*) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

2.11 All employees have a responsibility to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their actions at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions received.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.

- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2.12 Obligations of Contractors

- a) When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- b) Contractors working on the school premises are required to identify and control risks arising from their activities.
- c) Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.
- d) Contractors will read and comply with any of the school's safety policies or notices as may be relevant.

Risk Assessments

- 2.13 Responsibility for assessing and controlling risks rests with all personnel within the school in areas over which, to any extent, they have control. However, risk assessment and training shall be performed in consultation with the safety officer and any external consultants/organisations as appropriate.

Safety Committee

- 2.14 The safety committee will meet as deemed necessary but not less than annually, and is to comprise of:

- School Safety Officer
- Pastoral Support Centre Manager
- Caretaker
- Business/Office Manager
- Nominated governor (as an observer)
- Headteacher
- Teacher specializing in moving and handling

Terms of reference of the safety committee:

- 2.16 Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:
- a) the study of accident and notifiable disease statistics and trends, so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
 - b) examination of safety audit reports on a similar basis

- c) consideration of reports and factual information provided by inspectors of the enforcing authority
- d) consideration of reports which safety representatives may wish to submit
- e) assistance in risk assessment and the development of school safety procedures and safe systems of work
- f) monitoring the effectiveness of safety procedures and safe systems of work
- g) monitoring the effectiveness of the safety content of employee training
- h) monitoring the adequacy of safety and health communication and publicity in the school

3. THE ARRANGEMENTS

Access and Egress clearance of ice, snow, leaves, –steps etc will be undertaken by the Caretaker and/or groundsperson as necessary. (NB - in the event of snow or ice, the first priority is the clearance of the main path leading to the reception entrance for both pupils and staff, before car parks, playgrounds or roadways). The salt/grit is stored in containers strategically located around school sites e.g. close to car park and driveways, on playgrounds, by Beech Centre/KS1 & 2 entrance.

Accident Reporting Any accident or injury is to be reported to the Head of Care who is responsible for maintaining the Accident Books (pupil and adult), PAF01 and RIDDOR forms. All significant accidents or incidents to children are reported to the Local Authority on PAF01. All reportable accidents or incidents to staff are reported to HSE (via the Business/Office Manager online, or initially on a RIDDOR form by the Head of Care/responsible person).

Bites / biting incidents Any instance of biting **MUST** be reported to a first aider, and recorded on Sleuth. The first aider will advise follow up action, which may include attendance at the nearest minor injuries unit. In such instances NHS personnel will then advise on appropriate follow up action, which may include antibiotics and/or vaccinations.

Blood-borne Diseases (see also First Aid - NB gloves **must** be worn, whenever blood or other body fluids are involved) .

We follow Public Health England's 'Guidance on infection control in schools and other childcare settings' saved on the server. Instances of potential exposure (including human bites) are referred to appropriately trained first aid / medical personnel for advice on any further action as may be necessary.

Building Repairs and Contractors (including extensions and new buildings)

All contractors sign in at Reception and receive written instructions "*Notice to all contractors*", (See Appendix 1) along with fire procedures. All contractors are issued with lanyards, and wear them where safe and practical to do so.

All contractors undertaking work that may lead to exposure to asbestos are required to sign the school's asbestos register, which is held in the main office for inspection by those planning works (including minor works) to ensure that existing asbestos will not be damaged or disturbed.

RAMS are obtained from all contractors as applicable (new contractors, minor works, specific projects etc.).

Button Batteries Ingestion of button batteries can cause serious harm and death. Severe tissue damage results from a build up of sodium hydroxide (caustic soda) as a result of the electrical current discharged from the battery, and not, as commonly supposed, from leakage from the battery. The sodium hydroxide causes tissue burns, often in the oesophagus, which can then cause fistulisation into major blood vessels, resulting in catastrophic haemorrhage. Even apparently discharged ('flat') batteries can still have this effect, and button batteries pushed into ears or nostrils can also cause serious injuries.

Batteries should be stored safely in locked storage until use. When disposing of used batteries care must be taken to prevent students getting access to them.

If it is suspected that a student may have swallowed or inhaled a battery it must be treated as a medical emergency.

Link: <https://www.england.nhs.uk/wp-content/uploads/2014/12/psa-button-batteries.pdf>

Cleaning Warning signs must be used when floors are wet and slippery (and removed when the floor has dried). Suitable flat/non-slip shoes should be worn when cleaning

floors. Safety information posters are displayed in the laundry. All equipment, materials and chemicals will be held in appropriate containers and in locked storage as appropriate. MSDSs can be extracted from a folder (clearly labelled in business office) in the event of an emergency. COSHH risk assessments are completed for substances carrying a hazard symbol, and stored electronically.

Consultation (Staff / Trade Union Safety Representatives) This post is not to be confused with the Safety Officer who is appointed from within the establishment. Currently there is no representative.

Contacting the Emergency Services Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

Design and Technology see separate relevant policies, alongside individual risk assessments on the curriculum server.

Display Screen Equipment (VDU's) When new employees are appointed, workstations are assessed in line with the above guidance as part of the induction process. All other users are required to carry out an ongoing self assessment.

Dust Extraction System bins are regularly (half-termly) checked/emptied under the direction of the Caretaker. LEV's annual maintenance/service visits are in place with Airmec, via Place Partnership.

Educational Journeys and Visits The school has a Policy for the Management of Off Site Activities and Visits stored on the curriculum server, and a service level agreement with external off site visits consultants for assistance and advice as necessary. The Headteacher is the EVC Co-ordinator and Residential/Extraordinary Off Site Visit forms are authorised by the Headteacher. Risk assessments for individual visits are completed by the co-ordinator of the visit (stored on the server).

Emergency Lighting is tested weekly by the Caretaker on a random sample basis and the results recorded at the same time.

Expressive Arts (including Ceramics, Dance, Drama, Graphic Art and Music) – see separate policy on the curriculum server for those working at Key Stage 3 and above.

Fire Alarms Regular testing by Fire Safe Services is undertaken and records are held by the Business/Office Manager. Weekly tests of main sounders are carried out and recorded by caretaker.

Fire Appliances (Extinguishers, Fire Blankets and Hose reels) Annual routine inspection and maintenance of fire safety equipment is undertaken, in October, by Walker Fire who issue the Certificate of Conformity with any recommendations for replacement of faulty equipment to the Business/Office Manager.

Fire Evacuation and Fire Drills These are scheduled, at least once a term, by the Headteacher/Business/Office Manager/with day and residential school timings taken into account thus practising different exit procedures. Appointed and trained Fire Marshalls are responsible for premises checks, taking registers, visitor's board and going out slips to the assembly point on the main playground between 9 am – 3 pm or the main car park between 3 pm – 9 am. (Notices are displayed in all rooms detailing assembly points). See separate fire procedures.

Fire Prevention. Mainly good housekeeping - see below. The school site is a non-smoking site.

Fire Risk Assessment Place Partnership/Walkers undertake assessments and produce written reports under the service level agreement. These are held in the main office, and reviewed in house on an annual basis. Assessments will be reviewed by Place Partnership or in house as appropriate if there are significant alterations to the school building(s).

Fire Procedures are displayed in the majority of rooms / areas. Full procedure is stored on the server, listing Fire Wardens and their responsibilities in the event of a fire / fire alarm sounding.

First Aid The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site. A list of qualified first aiders / duty rota is held on reception, in addition, the School Nurse is based on site 5 days per week (Vale) or visits other schools. NB gloves **must** be worn, whenever blood or other body fluids are involved. See separate First Aid policy.

Flammable Substances Aerosols and some paints are kept in fireproof storage, in a locked lorry container away from the main building..

Good Housekeeping Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded, and floors of storerooms are unobstructed.
- Keep floors clean.
- Do not obstruct emergency exits.

Clutter is a major cause of accidents, but relatively simple to prevent. Organised working and regular clear-outs can prevent its spread. See also: **Slips, Trips and Falls – Prevention of** (below) also HSE Guidance, available online (<http://www.hse.gov.uk/services/education/slips-in-education.htm>).

Hazardous Chemicals material safety data sheets are kept in the COSHH Manual (business office) and at point of use as applicable (e.g. main kitchen). These are used to undertake COSHH risk assessments. Stocks of hazardous chemicals are stored in a secure lock box away from the school building.

Information / Publications

All internal health and safety information is available and can be seen by staff upon request. The staff induction process ensures that safety information is highlighted when joining the school and further information is circulated at staff meetings and on whole school professional development days as appropriate. **Health and safety information is also shared via the staffroom notice board, and whole school e-mails.**

Off-site Visits, Field Studies and Outdoor Education Guidelines are held by the Headteacher. Other safety publications can be viewed online with some paper copies held in the main office.

Machinery and Plant The Safety Officer/Caretaker liaise with the maintenance contractors to ensure requirements for guarding, inspection and repair (including cleaning machines) are met. Some machines may only be used by specifically trained staff, e.g. band saw. Individual risk assessments are conducted as required.

Manual Handling In order to provide a safe place to work, training relating to the moving and supporting of either objects or people is undertaken. A designated teacher is qualified to deliver this training, and also consult on plans for individual youngsters. Hoists are provided for physical movement of pupils and further guidance is available in the Manual Handling Policy on the server.

Medicines The nurse and care staff primarily administer medication although other, appropriately trained first aiders and classroom staff may undertake this duty as required. Medication must be stored in a double locked cupboard in the medical room, or in a locked medicine cabinet in classrooms. See separate medications policy.

Monitoring

- Accident records and trends are monitored on an ongoing basis by the Head of Care and Business/Office Manager, and reported to and reviewed by the health and safety committee.
- Results of annual safety audit are reviewed by the health and safety committee and Governors.
- The health and safety policy is formally reviewed every two years by the Business/Office Manager. Minor amendments to specific elements may be undertaken more frequently as circumstances/personnel and regulation changes dictate.
- The safety of children and challenging behaviour are monitored by the Pastoral Support Centre Manager, via the Sleuth system. Incidents and trends are reported to the health and safety committee.

Near Misses Systematic consideration of near misses helps to reduce the number of actual accidents. These should be reported in the near miss book in the School Office or Head of Care's office

Playground Safety and Supervision Annual inspections of playground equipment are completed by a RSPoA accredited body, and reports are held in the main office. Operational inspections will be undertaken every 3 months by an RPII qualified person. Daily checks are conducted by the groundsperson and caretaker. In addition, teaching assistants and teaching staff facilitate planned, well structured, play activities. Levels of supervision are appropriate for the needs of the youngsters.

Physical Education See separate subject policy on the curriculum server.

Portable Electrical Appliance Testing User visual inspections are undertaken by staff. Regular testing and inspection is undertaken by trained staff for all equipment used on site, in accordance with the latest HSE suggested testing intervals. An electronic record is held in the main office. Any personal equipment owned by staff and used on the school site must be tested first.

Positive Physical Intervention (PPI) Trained staff will employ PPI techniques only when absolutely necessary, and in accordance with behaviour management plans of individual pupils. All instances will be recorded on the Sleuth system. See separate PPI policy on server.

Protective Clothing We provide gloves, goggles, overalls, aprons, ear-defenders, dust masks etc. as appropriate for the activities undertaken. Some work related learning studies necessitate the use of safety boots, overalls and gloves which are purchased by the school and loaned to pupils as required.

Forest school waterproofs are stored in First School Block and the Laundry (Vale).
Food technology aprons are located in the HE room.
Science see below

Public Performances arrangements for the safety of the public (Public Liability Insurance) and Public Entertainments Licence (depending on requirements of District Council) are arranged under the terms of our Service Level Agreements with the Local Authority. The Caretaker or other designated trained person acts as steward and advises on evacuation, fire procedures etc.

Reporting Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to heads of department and such reports are to be recorded and/or passed to the Head of Care or Business/Office Manager as appropriate.

The Headteacher will produce an annual health and safety report to the Governing Body. It includes any notable incidents that have happened during the year (e.g. serious accidents) and the conclusions from the annual safety audits, together with actions to be taken.

Risk Assessments are undertaken by the relevant staff and stored electronically on the server. Reviewing risk assessments is an ongoing process, and a new folder is created on the curriculum server each year that staff are required to move old ones into the new location once review has taken place.

COSHH data for hazardous substances for Medical, Domestic and Catering purposes are available at the point of use at the following locations: Medical Rooms, Main and Residential School Kitchens, and general COSHH data sheets and risk assessments are kept in the business office and electronically.

Safety Inspections Periodic external safety audits will be commissioned as required. There are currently no Trade Union Safety Representatives although these would be facilitated if requested.

School Safety Committee See previous information within this policy.

Science - see separate statement in policy on the curriculum server. Spillage kit to be collected from Subject Leader before lessons if appropriate.

Security All visitors must report to reception where passes are issued and fire safety information is advised. Reception is manned at all times and access is controlled by key-pad entry. Secondary 'main' entrance is controlled by video entry system operated by main reception. CCTV is installed across the site. See separate safeguarding policy.

Slips, Trips and Falls – Prevention of – HSE guidance is available at <http://www.hse.gov.uk/services/education/slips-in-education.htm>, and gives many practical suggestions for reducing the risk. Removal of clutter and prompt clearing up of spills as appropriate should be undertaken by all staff. The Caretaker has appropriate cleaning materials available for use (upon request) as necessary. Advice regarding the wearing of appropriate shoes is given by the Catering Manager and Business/Office Manager to relevant staff.

Stress levels in staff are reduced by using an extended induction programme with mentors appointed to support the employee. Regular meetings take place in addition to appraisals with line managers.. Return to work interviews after periods of absence are

held to support employees. Whole School training is provided regularly through staffing meeting time and professional development days. The school regularly undertakes staff well-being questionnaires and evaluates the outcomes. Staff are able to access well-being support services through a sickness absence policy with Schools Advisory Service or Lifeworks. (See Appendix 4 - Stress management policy.)

Training - Induction Arrangements for health and safety training of new staff is part of the induction process. Essential training requirements are identified during recruitment and on appointment of new staff. Regular arrangements are made to provide staff with specific training needs as appropriate including Team Teach, COSHH, Manual Handling, First Aid, Food Hygiene feeding etc. The CPD Leader is the Lead Practitioner.

Working Alone Ideally, staff should not work alone at school, as there are risks involved such as assault, accident or sudden illness. Indeed, you should carefully consider if you really need to be on site outside of reasonable hours as it is important to preserve a 'work-life balance'. See separate lone working policy.

Working at Height Only those who have received the appropriate training will be permitted to use stepladders and ladders. Those who have received the training will be aware of the importance of pre-use checks of any such access equipment.

Work Experience - Health and safety inspections of potential pupil placement providers are carried out by Advance Trust Careers Advisors

Vehicles:

School minibuses are parked in the designated areas - off the road for safe loading, unloading and maneuvering. Maintenance of school vehicles is managed by the caretaker and any defects/problems should be recorded on the trip sheet completed for each journey and passed to the caretaker or business/office manager. See separate minibus policy.

Where staff volunteer to use their own vehicles to transport pupils a disclaimer must be signed (see appendix 3) in relation to roadworthy and lawful condition compliance of the vehicle, thus recognising the need to raise awareness of the implications for the school with regard to Corporate Manslaughter and possible breaches of the Health & Safety at Work Act 1974, in addition to staff car insurance requirements. (Driving at work – managing work related road safety <http://www.hse.gov.uk/pubns/indg382.pdf>)

Car parking The main car park is situated at the front of the Vale school site with additional marked spaces on Four Pools Lane for staff, visitors and parents (Four Pools Lane has marked crossing points). There is also a car park at the rear of school, by the Beech Centre. The car park itself is of a size and layout that dictates heavily restricted speed. Kingfisher, Newbridge and Riversides also have small car parking areas on site. Staff supervise vehicle movement as necessary, and pedestrian and vehicular entrances are separate where possible.

Violent Incident Reporting All violent and aggressive behaviour will be reported on the Sleuth system. See separate behaviour management and PPI policies.

Notice to all Contractors

When working on site please report to Reception in the first instance who will check the following:-

- that you have signed in
- that you are wearing an appropriate badge with fire procedures identified
- that you sign out and return visitors badge upon leaving

Then report to the Caretaker or Business/Office Manager who will check that:

- you have inspected and signed the school's asbestos register to check that there is no asbestos which could be disturbed in the area(s) where you intend to work
- that you have taken the appropriate actions to ensure the safety of yourself and the pupils and staff on site by:
 - ✓ cordoning off work area
 - ✓ not leaving tools and equipment unattended anywhere in school
 - ✓ using appropriate PPE and other safety measures
- that you have told us any impact your work will have on the safe running of the school
- that we have received up to date RAMS and any required permits to work as applicable

Contractors to check:

- that you leave the site in a safe manner – removing all equipment and debris e.g. materials - screws, metal clips etc., no matter how small.

Appendix 2

WORKING ALONE GUIDANCE

Working alone can increase the risk in a wide range of tasks that might otherwise be undertaken more safely. Lone working can be defined as work in any situation where the ability to summon assistance may be impaired.

It follows from this that it is possible to be working alone even though you may be in a building full of people. A member of staff dealing with potentially violent pupils in a closed room or a contractor working in a roof space or boiler room may be just as much at risk as a caretaker checking the site alone after dark. Most people have to undertake lone working at times and for many it may be a significant risk.

Whilst there are no specific regulations on working alone, it is covered by general safety legislation. The Health and Safety at Work etc. Act 1974 require employers (and hence managers of individual establishments) to provide safe systems and places of work. The Management of Health and Safety at Work Regulations 1992 require risk assessments to be carried out for all significant risks which will allow preventative or control measures (including training where appropriate) to be developed which will reduce the risk to staff.

Identification of Lone Working Situations

As noted above, a wide variety of people may effectively work alone on occasions. These could include:

- School admin staff working in reception offices;
- Teaching and support staff working in closed or remote rooms with difficult or potentially violent pupils;
- Headteachers or pastoral staff interviewing parents or other visitors in closed rooms;
- Caretakers working in plant rooms, on outlying parts of the site or on roofs;
- Staff undertaking home visits (e.g. Nursery or reception teachers, Educational Psychologists, Educational Welfare Officers, other support service staff);
- Outreach Workers.

Wherever possible the need for lone working should be removed.

Headteachers must:

- Identify where and when lone working is taking place and who by;
- Prevent it by arranging alternatives if possible;
- Carry out a risk assessment if lone working must take place and from the assessment:
- Introduce control measures to reduce the risk so far as reasonably possible;
- Provide or arrange staff training (where appropriate);
- Monitor the control measures to ensure that they work.

Risk Assessments for Lone Working Situations

A considerable variety of factors must be considered when assessing the risk of working alone. The following list is not exhaustive but suggests some of the hazards which may commonly be encountered by different groups of staff.

Outdoors:

- Falls
- Uneven or slippery ground
- Driving alone, especially at night
- Working in poorly lit or unlit areas
- Bad weather conditions
- Violence and aggression

Indoors:

- Working in remote part of building
- Working at heights (i.e. on ladders, scaffolds or roofs)
- Use of dangerous machinery
- Use of chemicals
- Potential to encounter fire
- Violence and aggression from pupils, visitors or intruders

In addition, for people working on unfamiliar premises (e.g. contractors or staff on visits away from base, including home visits):

- Unfamiliar layout
- Unfamiliarity with emergency routines
- Unfamiliar procedures

If a risk assessment shows the risk potential to staff to be high or medium, then control measures **must** be developed and introduced to reduce the risks.

Control Measures for Lone Working Situations

Control measures can be simply physical measure (such as tying off a ladder at its upper end to prevent it toppling) or systems of work (such as regularly calling in to a base office to inform colleagues of one's whereabouts). As mentioned above, it is always best to seek to avoid lone working.

For example if **clearing of gutters is normally done during holidays** when there is nobody else on site, consider doing it during term time when there are others to help (e.g. to foot ladders) or, at worst, call the ambulance if there is an accident. Better still, fit leaf guards to the gutters so that they need cleaning less often.

It may be possible to change some jobs so that they do not need to be done alone. If two people are already available and the job would only take half as long, then there is an increase in safety without any extra time or cost involved.

Changing electric light bulbs should normally only be done in daylight (unless it is urgent for safety reasons) so that the lights can be turned off and so that there will be other people around. When changing bulbs or tubes at very high levels (as in assembly halls or sports halls) it may be economic, as well as safer, to employ a contractor to replace all the lamps at the same time, as part of a planned maintenance schedule.

Flat roofs sometimes need sweeping off or other attention. A short term solution could be to have a second person to warn the person doing the job if they get too close to the edge. If such work is required regularly it might be worth considering the fitting of guard rails.

Personal protective equipment (e.g. overalls, rubber gloves, goggles and respirators) may well be needed for some work with dusts or chemicals but if possible it would be better to substitute the use of less harmful materials when working alone. If staff do need to use personal protective equipment it is important that they are given instructions on how and when to use it) and how to maintain it in good working order.

When **working alone with power tools** it is even more important to use ELCBs (earth leakage circuit breakers) or, alternatively, cordless tools.

Simple walkie-talkie radio telephones are available from reception for staff who may have to work in remote parts of the site. These can be used for regular checking in or for summoning assistance if an accident does happen.

Work that involves staff **meeting with potentially difficult or aggressive people** can be particularly hard to control. If staff have to work regularly with such people, they receive training in dealing with and defusing aggression. Where different agencies are dealing with the same people (e.g. Police, Health Authority and Social Services) it is important that as much information as possible is shared, so that staff are not put at risk from situations that could have been predicted and avoided.

It is important that the control measures used do not make the situation worse For example, some aggrieved parents could become aggressive if they were talked to by two members of staff rather than one. They could feel more threatened and in such a situation it might be better to have the supporting colleague out of sight, but close at hand (preferably within earshot or with an arrangement for summoning them) to assist if needed.

Home visits. If a home visit is deemed necessary staff must inform a member of the Senior Management Team of the details.

Outside of Normal Hours *Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, you should carefully consider if you really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.*

Any member of staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers. If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site. If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.

However, if you choose to work alone on site you should take these precautions:

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone with you
- If working after dark, carry a torch as some of our light switches are not conveniently placed.
- Park your car close to an exit where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.



H&S Policy Appendix 3 – February 2009 Onwards

In accordance with **Section 3 – The Arrangements: Vehicles** Where staff volunteer to use their own vehicles to transport pupils a **disclaimer must be signed** in relation to roadworthy and lawful condition compliance of the vehicle, thus recognising the need to raise awareness of the implications for the school with regard to Corporate Manslaughter and possible breaches of the Health & Safety at Work Act 1974. (see Driving at work – managing work related road safety) in addition to staff car insurance requirements.

The Law:

In April 2008 the Government Corporate Manslaughter Bill came into effect.

In the event that a serious accident occurs, and results in a death, then the police will be looking to see how occupational road risk has been managed asking questions like:

- Was the vehicle roadworthy?
- Was the driver fit to drive / competent?
- Was the journey too great a distance in the time available?

If there is a prosecution, organisations are likely to be prosecuted with breaching the Health & Safety at Work Act 1974 as well as the new offence of Corporate Manslaughter.

To ensure we take all reasonable care to reduce the risk for everyone and ensure any vehicle being used on school business conforms to legislation the following information should be provided :

1. Do you hold a valid Driving Licence Yes No
2. Are your Road Fund Licence and MOT up to date Yes No
3. Do you have valid Business Insurance?
(please attached a photocopy of the certificate) Yes No
4. Is your car regularly inspected by a garage and,
where necessary, regularly serviced? Yes No

Name

Signature.....

Date.....

This form will be held in staff personnel files and must be updated annually with further copies of vehicle insurance.



Stress Management Policy - Appendix 4

Introduction

The Governing Body is committed to protecting the health, safety and welfare of school employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the school. The head teacher is responsible for implementing the policy and the Governing Body will provide the necessary resources to implement the policy.

Definition of stress

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Governing Body recognises that there are workplace stressors specific to staff who work in schools. These stressors can include: teacher/student ratios, violence, class discipline, student attitudes, workload, and parental expectations.

Policy

- The Governing Body and Head teacher will identify all workplace stressors and ensure that risk assessments are conducted to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The Governing Body will consult with staff and their Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Governing Body will support training for all managers and supervisory staff in good management practices.
- Staff affected by stress can access a range of well-being support services via Schools Advisory Service.
- Nominated staff are available to support staff and signage is provided to ensure everyone is aware of who they are.
- The Governing Body will provide adequate resources to enable managers to implement the school's agreed stress management strategy.

Responsibilities

Headteacher / Line Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their jurisdiction.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Where appropriate, seek advice (e.g. from Human Resources) on supporting staff who are experiencing stress or who are off sick as a result of stress.

Employees

- Be aware of possible causes of stress at work and impact on well-being.
- Raise issues of concern with your line manager or Headteacher.
- Accept opportunities for counselling and support when recommended.
- Accept appropriate support from colleagues and line managers.
- Attend relevant training, as required.

Safety representatives

Where there are accredited Trade Union Safety Representatives in school, they:

- must be meaningfully consulted on any changes to work practices or work design that could precipitate stress
- must be able to consult with members on the issue of stress including conducting any workplace surveys
- must be meaningfully involved in the risk assessment process
- should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.

Signed by:

Headteacher:

Date:

Chair of Governors:

Date:

HSE Indicator Tool and Analysis Tool

HSE's Management Standards Indicator Tool is a 35-item questionnaire relating to the six primary stressors identified in the Management Standards for Work Related Stress. The items are based on the best available evidence linking work design to health outcomes. It has been designed to support the process described in the Management Standards by providing a broad indication to organisations of how well their workforce rate their performance in managing the risks associated with work-related stress.

The Indicator Tool can be used as a standalone measuring device, or alternatively, the items can be included in another question set, such as a pre-existing staff survey. It is recommended that the HSE Management Standards Analysis Tool be used to score the responses, regardless of whether it is used as a standalone measuring device or incorporated into a wider staff survey. The results from the HSE Management Standards Indicator Tool should be confirmed by discussing the findings with employees, and also by considering other data that is available within the organisation, such as sickness absence rates, employee turnover.

<http://www.hse.gov.uk/stress/standards/pdfs/indicatortool.pdf>



Vale of Evesham School

A specialist school for cognition and learning - making education in the community

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