



Ribston Hall High School

HEALTH & SAFETY POLICY DOCUMENT PART 1 STATEMENT OF INTENT

As an independent Academy the school's Governing Body and 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.

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 Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- 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.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, 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.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers 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.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

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|  Signed: |  Signed: |
| Headteacher's name: Sarah Colombini | Chair of Governors' name: Lynda Frall |
| Date: 4 April 2019 | Date: 4 April 2019 |

Part 2 Organisation

Organisation – Introduction

In order to achieve compliance with the Governing Body and 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 H&S Policy Document.

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors 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 Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the 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 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 Duties of 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 & 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.

Pupils

Pupils, 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.

School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union, but do not currently have any in place. Issues or questions regarding any aspect of Health and Safety around the School can be raised by staff with the current School Union Representatives in the first instance.

Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the Headteacher whilst on the school site.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & 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 pupils in his/her 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.

The Duties of Off Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of Finance and Facilities Manager

The Finance and Facilities Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher 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

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (SHE / HSE) is the responsibility of Finance and Facilities Manager, Site Manager, or any other relevant senior member of staff.
- School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to Curriculum Lead for Performance. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- Curriculum Safety (including extended schools activity/study support) – Curriculum Leads ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published 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.

Part 3.2 - Specific Risks

Communication

The School Health and Safety Policy Document will be communicated to all relevant stakeholders by:

- employees e.g intranet, staff meetings, performance reviews, Curriculum Team meetings.
- visitors – signing in process.
- pupils – lesson plans, assembly, PSHE
- parents – admissions process, school prospectus, website, Ribston Roar newsletters
- volunteers – simple induction
- contractors – part of work planning

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by Curriculum Area discussion around best practice.

Display Screen Equipment

- The majority of employees within the school are not considered to be DSE users; Office staff or those regularly using computers will have appropriate (e.g. adjustable) equipment
- The school refers to SHE guidance
- The Headteacher / Finance and Facilities Manager will ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed regularly and where equipment changes or office layouts change or when there are staff changes.
- Any specific requirements to meet individual needs, or reasonable adjustments (e.g. special chair, screen size or other support) will always be considered.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

Relevant areas of the School will manage their own risk through risk assessment and management procedures e.g. Site / cleaning, D & T, Science, Art.

Lone Working

The school manages the risk of lone working by:

- having everyone off site by 18.45 when cleaning team leave
- a second person knows that a member of staff is in the school alone
- ensuring all external access points are either locked or on keypad entry
- staff in remote areas have a mobile phone and a contact point
- designating days in the holidays when staff can come in, and ensuring members of Site Team are not on site alone

Manual Handling

- loads broken down for easier movement
- site staff assist with handling operations
- Use of lift wherever possible
- use manual handling aids e.g. trolley or sack truck
- agreed methods for regular tasks e.g. setting up tables at lunchtime

Moving and Handling Pupils

- included in pupil behaviour/ care plans where relevant
- appropriate employees trained in correct moving/ handling techniques

Noise

The school is aware of its 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. Generally noise risk is managed by keeping the dose (exposure time) low.

Site Team and D & T staff have use of ear defenders if required.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. 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. Employees are responsible for ensuring that they use PPE where it is provided, typically by Site Team, Catering / science / D & T staff.

School Trips/Offsite Visits

- the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance, and is available to all staff on 'S' drive area of the Intranet.
- The School uses GCC 'EGO' system for risk assessment checking and approval
- All permission documents and risk assessment templates are available as above.
- the OVC is Dawn Barnett

School Transport

- PE staff are able and covered to drive the school minibus, for any other activities an external minibus driver is employed
- Use of personal vehicles to transport students is discouraged unless unavoidable
- checks made that employees who drive 'at work' have the correct documents and business cover insurance

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- door security including keypad entry and timed lockdown after school
- visitor signing in/ badges
- use of smartwater
- challenging any strangers on site
- fences, hedges and gates

Working at Height

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.
- 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.
- Employees 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 (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable) ask appropriately trained members of the Site Team wherever possible.
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders)

Workplace Violence to Employees and Behaviour Management

The school has minimum occurrence of violence to employees and behaviour management, however systems are in place;

- school security measures to control entry to school reception
- dealing with difficult parents
- generic telephone response to deal with verbal abuse over the phone
- e.g. employees have Team teach training

Part 3.3 – Premises Risks

Asbestos

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

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having an Asbestos Management Plan so that active means are in place to manage the risk, including up to date Asbestos survey.
- having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.
- where necessary communicating to all employees and visitors where asbestos containing materials are located within the school site, including clear labelling.
- Providing clear asbestos location data to all contractors on site.

Building Contractors

- work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;
- appointing CDM co-ordinator on larger projects where appropriate
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit.

All Grounds maintenance carried out by Ubico (Cheltenham Borough Council) including all risk assessments and safety procedures.

Cleaning

The School employs its own cleaning team, some working all year round and some term time only. Deep cleaning usually takes place during school holiday periods.

- 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 ensures 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.
- Cleaning staff are CoSSH trained where appropriate.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors. Gas and electrical appliances are subject to appropriate formal inspection.

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 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in 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.

Lettings

The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer has public liability insurance in place in order to indemnify the school from all such hirers' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Risks are managed by:

- Hiring to regular users rather than 'one off'
- Keeping hirers segregated to one area of the school
- Not hiring for 'social functions'

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 in Site office.

Portable Appliance Testing and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.

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. Statutory servicing, testing and inspection is followed and records are kept.

- Whittaker lift is serviced every 6 months
- Boilers and plant serviced annually
- Partition walls serviced annually
- Gymnasium equipment serviced annually
- D & T equipment serviced annually

Slips/Trips/Falls

- the school recognises the main cause of accidents is slips, trips and falls.
- it is the responsibility of each 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 Manager via an electronic reporting process.
- all employees are expected to be vigilant and aware of possible hazards.
- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs.

Snow and Ice

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 action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. 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.

Swimming Pool

Swimming Pool Health and Safety procedures and Risk Assessments are carried out and recorded by Swimwell Teaching Services, who run the facility.

Transport Arrangements (on-site)

The school minimise vehicle access to the site by not allowing parents onto the site during the school day, other than dropping off or picking up as a 'one off' for appointments, which should be at the front entrance.

Traffic movement around the site is minimised by deliveries being dropped at front reception or directly to the kitchen. Visitor spaces are allocated for parking near the car park entrance. Students should not be parking on the school site.

Minibus – the school has a leased minibus, mainly used for PE fixtures. Weekly checks are carried out by the Site Team. 6 weekly safety checks and servicing and MOT is carried out as part of the lease agreement.

Water Hygiene

- a water hygiene risk assessment has been documented.
- an effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- a site log book is used to record checks
- a process is also in place to deal with any actions should they arise.
- the Site Manager 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.

Part – 3.4 Health and Wellbeing

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 employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils 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 pupils with special needs.

Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school has its own Administration of Medicines Policy available on the School Intranet.

Emergency Management

An Emergency Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team will be put in place to act as the decision-making body for the management of any incident. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken. A hard copy of the plan is always available on School Reception, and electronic copy on the School Intranet.

Site Security – Lockdown

The school has a Lockdown Policy, available to all staff on the School Intranet. This enables the school to 'contain' all persons within the buildings in an emergency situation. E.g. where an intruder may be onsite; or a dangerous situation offsite such as chemical release or road accident.

Fire Safety

- the school has a fire risk assessment undertaken by a competent body every 3 years or so.
- The school reviews the fire risk assessment and any actions within it at least annually

- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

Fire alarm call points are tested and recorded weekly. Current evacuation muster point is on the playing fields adjacent to the tennis courts.

First Aid

- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders
- the guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed
- The School has a defibrillator on site and First Aiders are trained in its use.
- The School Pastoral Support workers and Counsellor are all First Aid at Work trained, with other staff members trained in Educational Activities First Aid.
- Up to date certification is monitored by HR

Health and Well Being Including Absence Management

- the school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.
- the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- The School offers 50% subsidy to the Benenden Healthcare scheme, which offers 24/7 advice line as well as faster access to medical care.
- All staff have received training in recognising stress in themselves and colleagues, with practical advice on how to manage and avoid.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, secret friend, extended break on Friday, free yoga classes after school.

Infectious Diseases

The school follows the guidance produced by Public Health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.

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
- The checklist contained in SHE is used and reasonable adjustments made

Reporting of Accidents, Hazards, Near Misses and their investigation

- The School wellbeing team will record any injury through their normal first aid process, either to student or member of staff.
- Any more significant injury resulting in absence from School (student or staff), attendance at a GP, or attendance at hospital will be reported through the SHE online reporting process.
- Parents will be advised of any injury that is not considered 'very minor' including the circumstances, and advised if GP / hospital visit is required.
- more significant accidents or trends are investigated to identify the root causes and reported back to School Governors on a regular basis.

Smoking on Site

The school is a no smoking site (including e-cigarettes), within the perimeter fencing, staff, visitors and contractors are required to conform to this status.

Part 3.5 – Monitoring, Review and Audit

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 (GCC SHE Team) . The action points identified through the audit form part of the school development plan.

Inspections

- Daily / Weekly inspections are carried out by the Site Team as part of their regular checks.
- Records will be kept of any instances of hazards or damage

- Staff are able to record any instances of hazards from their inspections of their local working area, which can be recorded on the School online database for audit purposes.

Monitoring

The School online data system keeps an audit trail of 'issues' raised by staff. This enables any patterns to be identified and monitor frequency and resolution time.

Review

All School policies are held centrally and reviewed on a regular basis by the Senior Leadership Team and Headteacher. Statutory Policies are reviewed by the Governing Body.

Section 3.6 - Training

Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them. Senior staff undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

Supply and Student Teachers

The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of any relevant Health and Safety material. The Cover Supervisor is responsible for liaising with the supply teacher on general school organisation and routines, and the Teacher responsible for Trainee Teachers will liaise with Trainees.

Section 3.7 - Environmental Management

Environmental Compliance

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed

- recycling as much as is practicable
- Working with Waste Management Contractor to implement new initiatives whenever possible
- Educating students in the need to be mindful of waste and encourage recycling
- disposing of as little as necessary

Disposal of Waste

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- all waste classified as 'hazardous' or 'Secure' is collected by specialist firms and disposed of in the approved manner.

Section 3.8 - Catering and Food Hygiene

Food Hygiene

- catering staff are appropriately trained in food hygiene.
- the School is registered with the Local Authority (District/Borough Council)
- food hygiene inspection reports are shared with the school

Section 3.9 – Health and Safety Advice

Information

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she