

Whitemoor Academy Health and Safety Policy



Policy administration	
Based on template:	February 2020 / Created by Schools H&S Team
Policy writer:	Pete Bevington
Version number:	Version 1.1 Version 1.2 Version 1.3
Date of issue:	June 2023 June 2024 June 2025
Date of next review: (at least every two years)	June 2026

Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED:



(Chair of Trustees)

DATE: Monday 5th June 2023

SIGNED:



(Head Teacher)

DATE: Monday 5th June 2023

This policy has been brought to the attention of all employees and is kept readily available for employees in the main office and the staffroom.

Responsibilities

Health and safety is considered to be a collective and devolved responsibility of every member of staff, who are expected to take ownership for adherence to relevant policies. The Board will seek to achieve high standards by enlisting the full support and commitment of all staff through effective communication, consultation and training.

The Board is responsible for the effective operation of SHINE and each academy. It is the statutory employer and as such is responsible for the implementation of relevant health and safety legislation.

Annually the Board will:

- Review trust-wide health and safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review policy and procedures and set the annual plan and objectives for the forthcoming year
- Receive update reports (every 6 months) from CEO on serious accidents/incidents and other matters affecting health and safety at academy level

The Board are responsible for reporting all accidents/incidents under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013). Their decision to report will be taken by the CEO in conjunction with the headteacher and appropriate professional advisor, e.g. traded services provider, following an investigation.

The CEO is responsible for ensuring this policy and the general health and safety arrangements are implemented across our operations with day-to-day responsibility for managing compliance resting with Head Teachers.

The CEO takes overall lead in responsibility for SHINE's health and safety performance and is required to ensure that:

- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation
- Adequate resources are made available for health and safety
- Health and safety performance is robustly monitored and reviewed
- The Board are informed of all accidents/incidents that are reportable under RIDDOR and an organisational review is undertaken
- Suitable action plans for improving health and safety are developed and implemented
- The performance of Head Teachers is measured against health and safety targets and objectives
- The Trust's health and safety policy and performance is reviewed annually

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings
- Considering immediate reviews in the light of major shortcomings or events.

Duties of the Head Teacher

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits.

Duties of the Line Manager

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Duties of the Site Manager

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

Duties of the Off-Sites Visit Co-Ordinator (OVC)

- Follows the school's Off-Site Visits Policy, where their full responsibilities are outlined.

Duties of all Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

Arrangements

Accident Reporting and Investigation

Accidents to employees are recorded and investigated in accordance with NCC policy, using the staff accident report form.

Accidents to pupils and other non-employees are recorded as laid down in the Schools Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally on a first aid slip.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the pupil accident report form.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the electronic accident report log.
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by: Pete Bevington (Health and Safety Co-ordinator)

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive, as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Only medication with written parental consent will be administered.

The following members of staff have volunteered to administer medicine: higher level teaching assistants, teaching assistants and care assistants who are first aid trained and have read the relevant policies.

Type(s) of medicine: self-care/medication as prescribed by Nottinghamshire Healthcare NHS Foundation Trust

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Medication is stored in a locked cabinet and records are kept of all administration.

Training on the administration of specific medicines is provided by: Queen's Medical Centre.
Subject: Diabetes Awareness Training for School and Social Care Staff
Trainer: Amy Carter (Paediatric Diabetes Nurse Specialist)

See the Supporting Pupils with Medical Conditions Policy for further information.

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

There are no locations in the school not covered by an asbestos survey and thus may not be accessed without further sampling/air tests.

The following areas are considered out of bounds due to potential asbestos contamination: NONE.

The Asbestos Survey is held by the Site Manager and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: Tuesday 4th April 2023.

Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The academy will consult with employees or School/Trust safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The School Health and Safety Committee consists of Head Teacher / Health and Safety Co-ordinator / Site Managers and meets six monthly.

Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Site Manager is responsible for day to day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and sign an induction/local site rule form before they commence work.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans, as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user,' using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: two yearly. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Detailed in the academy's Emergency Plan.

Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices, where deemed necessary.

Fire Safety

The fire evacuation procedure and plan of the school building, noting escape routes and assembly points, are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at the start of the school year and during induction with new starters.

The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire logbook.

The following contractors undertake fire alarm (S.E.R. Fire & Security), emergency lighting (S.E.R. Fire & Security) and fire extinguisher (Nottinghamshire Fire Safety) servicing. The school is responsible for any actions identified as a result of this servicing.

See the Fire Risk Assessment for further information.

Forest Schools

Risk assessments considering the benefits of each forest school activity are in place and implemented.

An appropriately trained and qualified person (Level 3 Forest School practitioner) leads Forest School sessions. Assistants are appropriately trained, either through accredited training (Level 2 Forest School Assistant) or by the Forest School leader themselves.

Clear and appropriate procedures in place for higher risk activities (such as tree climbing, wild food foraging, using tools or fire etc.). These processes are shared with learners so that they understand the protocols. Appropriate adult to learner ratios are in place, based on the risk management process.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations:

- Classrooms x14
- Nursery unit
- Hall
- Admin Office
- SHINE Office
- Central Office
- SLT Office
- Outside the music room
- Outside the UKS2 toilets
- Outside the LKS2 toilets

The kits are kept topped-up by Claire Calladine and Lukwindar Rathore.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

The following Personal Protective equipment is provided to deal with first aid:

- Disposable gloves
- Disposable aprons
- Face masks

‘Head bumps’ are reported to the injured child’s parent /carer.

Course	Numbers of trained staff
Emergency first aiders (EFAW)	23 staff
Paediatric trained first aiders	4 staff

See the First Aid Risk Assessment for further information.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor (Robin Stapleton) who is on the Gas Safe Register™.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the Site Manager's office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the H&S Support package from the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (☎ 87 64328) (accident system and training)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the staffroom / reception / SLT office / carpark entrance. The name of the H&S Trustee, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Automatic gates (electric powered)	Annually	Cookson & Son Electrical Engineers
Catering equipment	Annually	ABM Catering
Electrical installation	Five Yearly	Arnold Electrical Engineers & Contractors
Gas boilers	Annually	NET Industrial Services
Emergency Lighting	Annually	Energy Lighting and Compliance
Fire Alarm	Three Monthly	S.E.R. Fire & Security
Fire Extinguishers	Annually	Nottinghamshire Fire Safety
PE and Play equipment	Annually	GM Services (Leicester)
Portable Electrical Appliances	Annually	K&S Electrical Safety Testing
Power Tools	As required by risk assessment/ recommended by manufacturer	Various
Tree Inspections	Two Yearly	4 D Tree Survey

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed, as necessary.

Off-Site Educational visits

The Off-Site Visits Co-ordinators (OVCs) are Pete Bevington and Natalie Hallam.

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Local Authority's Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, based at College Street – ☎ 0115 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator based at College Street – ☎ 0115 9476202.

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids.

Positive Handling / De-escalation

The following staff have received positive handling training: Julie Davis, Ben Harvey-Cox, Sally Key, Manjeet Kaur, Lauren McGrory, Laura Carter Stavroulla Hajigeorgiou, Donna Scott, Laura Kerridge, Monica Mousa and Mason Nisbett.

This training is provided by Nottingham City Council RPI Solutions and is reviewed on an annual basis.

Staff with medical/emotional/physical conditions which may limit their ability to provide positive handling are responsible for declaring this to the SENCO.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Play equipment is inspected annually by GM Services (Leicester).

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the staffroom and on SharePoint to report these matters.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the SLT Office.

These are based on the model generic risk assessments available from the Safety Manual.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, as far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable.

The response to alarm activation is covered in the Lone Working procedures.

Key holders are:

- Rob Lord
- Andrew Mifsud
- Dawn Askham
- Rowena White
- Pete Bevington
- Pinnacle Security

See the Security Policy for further information.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Health and Safety Co-ordinator.

Employees have been instructed to report any damage / defects to the Site Manager or Health and Safety Co-ordinator

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray (as necessary) and/or to wear head protection, as provided by parents/carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities, as necessary.

In extreme weather conditions, the length of time that pupils are exposed to the sun is controlled.

See the Sun Protection Policy for further information.

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time the minimum number of adult supervisors are needed to cover the following areas:

1. KS1 Playground = 3 adults for up to 120 children
2. KS2 Playground = 4 adults for up to 240 children

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use handheld mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

The academy has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella

The academy complies with the requirements of the legionella Approved Code of Practice (L8).

The following company have been employed to review the academy's Legionella Risk Assessment on a two-yearly basis: Second Element Legionella.

This company also conduct monthly checks. Monitoring results are recorded on the SERAM database.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable, in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept in the Site Manager's office.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart as far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, as far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Work Related Learning / Work Experience

The school co-ordinator is Rachel Fletcher.

A risk assessment has been carried out for the control of young people at work.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Health and Safety Co-ordinator.

Appendix 1 Cross-referenced Document

- Asbestos (within Asbestos logbook)
- Behaviour
- Anti-Bullying
- Child Protection
- Drugs
- Emergency Plan
- Fire
- First Aid
- Online Safety
- Off-Site Visits
- Security
- Sun Protection
- Supporting Pupils with Medical Conditions