



## HEALTH AND SAFETY POLICY

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
NRE	R&A	27/06/2022	Board	04/07/2022	July 2023	Yes

### *“Excellence Every Day”*

#### **Our Mission**

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

#### **Values**

- Excellence**
- We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- Respect**
- We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- Responsibility**
- We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- Resilience**
- When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- Ambition**
- Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.

## The Policy

1. The Governing Body adopts and supports the Local Authority's Health and Safety Policy. Working in conjunction with information, procedures and codes of practice as identified in the Health and Safety regulations, the Governing body is responsible for setting out the overall policy in so far as The John of Gaunt School is concerned.
2. The planning and implementation of the policy is a direct concern of the Headteacher, ensuring that Managers, Teachers and Supervisors at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees and supply teachers.
3. The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved through the school's resources and audit committee.
4. It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property, staff, students, contractors and members of the general public from foreseeable risks as far as is reasonably practicable.
5. The Governors recognise their responsibility under the Health and Safety at Work Act and relevant legislation, so far as is reasonably practicable to:
  - Provide plant, equipment and systems of work, which are safe, and without risks to health
  - Make arrangements for ensuring the correct handling, storage and transportation of particles and substances
  - Provide adequate training, information, instruction and supervision to enable all staff, students and visitors to carry out their role safely and efficiently
  - To promote the development and maintenance of sound safety, health and welfare practices
  - To maintain the premises in a condition that is safe and without risks to health, and the maintenance of access to and egress from the premises
  - To provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for staff, students and visitors
  - To ensure sufficient funds are available to provide as necessary, protective clothing/equipment to all staff and students, for the safe use of machinery, equipment and substances
  - Maintain a close interest in all health and safety matters in so far as they affect activities in the premises and organised trips/visits under the control of the school.
6. It is recognised by the Governors that the LA would be responsible for advice and information in health and safety matters.

## Organisation

7. The Governors' responsibilities include: recording accidents, training, inspections, maintenance of buildings and plant, ensuring standards of cleanliness, upkeep of grounds. The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements are as follows:

### Headteacher

8. The Headteacher is responsible and accountable to the Governors for implementing the schools' health and safety policy.
9. The day-to-day management of health and safety matters (duties not responsibility) is currently delegated to the Facilities Manager, who is also the Health and Safety Liaison Co-ordinator.
10. The Headteacher must be aware of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts. This duty is currently delegated to the Facilities Manager. Competent contractors must be engaged for maintenance work at the school. When contractors carry out building or plant maintenance work, it is the school's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
11. The Governors will require the Headteacher to ensure the school's health and safety policy is effectively monitored, effectively controlled and revised as necessary.
12. The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel upon receipt. **It is imperative that the Headteacher carries this out.**
13. The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
14. The Headteacher will be a member of the school Resources and Audit Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
15. The Headteacher will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.
16. The Headteacher shall have the right to stop what is considered unsafe practices, or the use of any plant, tools, equipment, machinery etc, which equally he/she considers to be unsafe.

17. The Headteacher shall make arrangements for improvement to premises and (with appropriate members of staff) plant, tools and equipment, which are the establishment's responsibility.
18. The Headteacher, with the Resources and Audit Committee, shall review annually:
  - The provision of First Aid in school
  - Fire and evacuation procedures
19. The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
20. The Headteacher will ensure that in all schemes of work for students, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
21. The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters, and co-operate with them in the execution of their duties.

#### **Health and Safety Liaison Co-ordinator**

22. To be responsible for co-ordinating all contractual work and maintenance carried out on school premises. To liaise with Directors of Learning/Faculty and to ensure safety procedures and policy agreements are adhered to.
23. To ensure that sound Health and Safety procedures are agreed before building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes are implemented.
24. To ensure good communication exists within the school relating to Health and Safety.
25. To be responsible for health and safety matters regarding the Grounds maintenance contract.
26. To be responsible for compiling a school "Buildings register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
27. To be responsible for emergency procedures and evacuation of school premises.
28. To be responsible for ensuring that where showers have not been used for a week, flushing is carried out in accordance with the Legionella Safety Manual. The Facilities Manager should also be aware of the HSE Guideline HS (G)70 "The Control of Legionellosis" and of the need to carry out risk assessment of the premises. The Facilities Manager will ensure that a contract is in place with an approved contractor and that the schedule of works is adhered to.

29. Accident / incident investigations to be monitored by the Facilities Manager.

### **Line Managers / Directors of Learning**

30. Line Managers / Directors of Learning are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments.

31. In the exercise of this responsibility Line Managers / Directors of Learning must ensure that:

- All staff under their control receive instruction in their duties, regarding health and safety matters, are adequately trained and regularly monitored to enable them to carry out their duties efficiently. **This is extremely important for staff who operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances/chemicals.**
- Line Managers / Directors of Learning must identify hazards in areas of the school for which they have responsibility. Risk assessment must be made after hazards have been identified.
- Line Managers / Directors of Learning must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- Line Managers / Directors of Learning are responsible for keeping accurate records and for producing their own departmental safety policy to identify those particular risks within their area and defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc.
- Line Managers / Directors of Learning are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

32. Line Managers / Directors of Learning must report to the Facilities Manager all problems, defects and hazards relating to Health and Safety.

33. Line Managers / Directors of Learning must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.

34. Line Managers / Directors of Learning must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include the safe conditions for the use of substances.

35. Report and if appropriate make recommendations to the Facilities Manager or representative on any practices, premises, equipment etc, which give rises to risks to health and safety.

36. Line Managers / Directors of Learning will be responsible for investigating accidents / incidents.

37. Line Managers / Directors of Learning will find procedures to be adopted as shown in the appropriate section of the LA Health and Safety Manual. They will however, make regular checks of the departments maintaining tidy work areas, adequate storage and cleaning arrangements which will ensure the Health and Safety of staff, students and visitors.

### **Teachers / Technicians**

38. Teaching staff and Technicians are responsible and accountable to their Director of Learning for the implementation of the school's health and safety policy in the performance of their duties.
39. They must be familiar with the school's health and safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
40. They must conform to responsibilities as laid down in their own departmental health and safety policy and safe working arrangements.
41. They must ensure that where conditions apply, all students or persons under their control receive instruction and are provided with on-the-job training and protective equipment/clothing to enable them to operate in a safe and efficient manner.
42. They must report to their Director of Learning, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
43. Supply Teachers must be made aware of the school's Health and Safety Policy and of any special arrangements, procedures, relating to their work area before commencing work.
44. The Facilities Manager / Directors of Learning, DT, Art and Cleaners are responsible for the COSHH Register and ways of handling them.

### **Facilities Manager**

45. The Facilities Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of his/her activity.
46. Must ensure he/she is familiar with the school's Health and Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc.)
47. Must report to the Headteacher, using the school's procedure, any hazards that are brought to his/her notice and respond accordingly to issues raised.
48. In the case of direct labour, the Facilities Manager is responsible for ensuring that staff under his/her control are adequately informed, instructed and trained

in using all such items before actual use.

49. Must inform the Headteacher whenever he/she has knowledge that contractors are due to enter the school to undertake maintenance, service or works contracts.
50. Must ensure that all site staff are instructed and informed to work in accordance with this document and maintain training records.
51. The Facilities Manager will respond accordingly to issues raised under paragraph 32

### **Catering Manager – Outsourced to ABM Limited**

52. Must be familiar with the school's Health and Safety Policy and what it means to his/her work activities.
53. Must work in conjunction with any Policy Statement and health and safety rules.
54. Must ensure that all kitchen staff are instructed and informed to work in accordance with this document and maintain training records.
55. Should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
56. Must inform the Headteacher and Facilities Manager of the school of any potential hazards or defects.
57. It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

### **School Employees**

58. All employees have responsibilities under the Health and Safety at Work Act and are expected to report any possible hazards, defects or risks to the Headteacher or the Facilities Manager.
59. All employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections in the Health and Safety Manual as it relates to their particular work activities, so that they, their colleagues and students may work safely.
60. The Health and Safety Policy is available electronically on the school's website.
61. The Health and Safety Manual will be located in the Site Office.

## **Students**

62. It is the responsibility of students to conduct themselves safely and to have due regard to the safety of others.

## **Role of Specialist Advisers**

63. Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at school Resources and Audit Committee level.
64. Visitors are asked to behave responsibly and consider the safety of others at all times.

## **Arrangements**

### **Accident Reporting / Investigation**

65. The reporting procedure will be in accordance with the policy as laid down in the LA Health and Safety Manual – Incident Reporting. This procedure must be brought to the attention of Line Managers / Directors of Learning.

### **First Aid Provision**

66. The arrangements for first aid in school will be in accordance with LA Health and Safety Manual – First Aider with first aid boxes located in high-risk areas (e.g. Science, DT, PE and Kitchens etc). The First Aider will carry out first aid box stock checks termly and restock as required. Departments will report usage to the First Aider who will restock as required.
67. First Aid Boxes are located in various locations around the school.
68. A list of First Aiders will be displayed in the staff room and main office / reception.

### **Fire Precautions**

69. The arrangements for general fire safety will be in accordance with LA Health and Safety Manual – Fire. The school “Fire Log Book” will be used to record tests, drills, training, and visits by the Fire Brigade, etc.
70. The school will appoint an outside contractor to carry out fire risk assessments. Evacuation procedures are displayed in all classrooms, common areas and in the staff induction handbook.
71. The fire alarm system, fire extinguishers, fire exits and signs will be checked monthly/annually and recorded.
72. Fire extinguishers are to be used only to aid the evacuation of a building and



key staff (Fire Marshalls) will be trained in the use of fire extinguishers.

### **Housekeeping (Cleaning Arrangements)**

73. The Facilities Manager will be responsible for COSHH assessments and ensure that appropriate PPE is worn. The Facilities Manager must ensure that all cleaning staff are instructed and informed to work in accordance with this document and maintain training records.

### **Training Arrangements**

74. There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific “hands-on” training.
75. Induction – This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. Staff should be inducted within one month of appointment and will sign to say that this has been done.
76. Informative/Awareness Training – A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.

### **Specific Training**

77. This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks:
  - **DT** – Employees who have recourse to use, instruct and operate potentially dangerous machinery/equipment i.e. woodwork, metalwork, heat treatment, will be required to hold the appropriate certification. The DT Department will maintain a handbook of all machinery within the Department and associated staff training.
  - **Science** – Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 2002. Radiology – Employees will require training to be competent in the use of radioactive sources. This will be in accordance with “Ionising Radiation Regulations” and the DES AM 1/92. Contacts for advice will be the Radiation Protection Advisor at Brunel University and the Radiation Protection Officer, Health and Safety Advisor, Wiltshire Council. The Head of Science will act as Radiation Protection Supervisor for the school.
  - **First Aid** – The school will have at least 4 employees trained to “First Aid at Work” standard and others with lesser first aid qualifications.

### **Statutory Requirements –**

#### **Control of Substances Hazardous to Health (COSHH)**

78. The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations and CLEAPPS guidance.
79. The Health and Safety Management Regulations made under the EC Directive, which came into force in 1993, make it a legal requirement to carry out risk assessments with all substances and operations involving mechanical and electrical hazards likely to cause harm. Directors of Learning (or appointed “assessor(s)”) will be required to make provision for this in their departmental safety policy.
80. Working in conjunction with the school chemical register and the COSHH package, Directors of Learning will ensure assessments have been carried out and that further monitoring is in place as required. Copies of assessments should be lodged with the Facilities Manager.
- 81. No New Substances must be taken into school until they have been cleared with the appropriate Director of Learning who will inform the Facilities Manager.**
82. Review of practice and procedure must take place periodically in the department.
83. The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc.)

#### **Checking of Portable Electrical Equipment**

84. The procedure to be adopted is as specified in the LA Health and Safety Manual – Electricity and Electrical Appliances.
85. The school uses a contractor to carry out testing to ensure all portable electrical equipment is checked as and when required.
86. The school recognises its responsibility to have all electrical equipment tested, therefore, hirers and contractors must use portable appliance tested (PAT) equipment.
87. Electrical equipment which has not need PAT should be tested before use in the school.

#### **Plant Machinery / Equipment**

88. The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:
  - Adequate and correct guarding of machinery
  - General inspection of plant, equipment and machinery
  - Storage and transportation of toxic substances, gases etc
  - Disposal of toxic and other waste substances and materials

89. Line Managers will be responsible for carrying out periodical checks within their department. Using the text, checklists and information as provided in the LA Design Technology Manual.
90. It is also recognised that certain items of machinery/equipment require to be checked and certified in accordance with LA Design Technology Manual.
91. No machinery/equipment or substances must be brought into the premises unless it has been approved by the relevant Director of Learning who will inform the Facilities Manager. All new equipment must conform to Health and Safety legislation.
92. Directors of Learning will be responsible for defining safe systems of work for cleaning and maintaining plant, machinery/equipment.

### **Contractors on Site**

93. All contractors will receive a copy of the Contractors Information Sheet on arrival.
94. The Facilities Manager will also be responsible for monitoring method statements and making the Governors aware of any specific problems.
95. The school will strive to use contractors and obtain references, method statements, risk assessments, proof of previous LA work, copy accident records and public liability insurance prior to the commencement of work.

### **Manual Handling of Loads**

96. The Manual Handling Operations Reg. 1992 require all employees to avoid hazardous manual handling operations where possible. The Facilities Manager will require staff to identify hazards and ensure risk assessments are carried out.
97. The Facilities Manager will issue guidelines about safe practice to all staff. Further training is available in request.

### **Use of Ladders and Scaffolding**

98. Regulation 2 of the Working at Height Regulations 2005 (as amended) states 'A place is 'at height' if (unless these regulations are followed) a person could be injured falling from it, even if it is at or below ground level'. In order to comply with The Working at Height Regulations 2005, all working at height must be risk assessed the safest means of access must be used and appropriate equipment provided. Working at height can only be carried out with the authority of the Headteacher or Facilities Manager.
99. Any school personnel using ladders must ensure they are used safely. Students must not use ladders.
100. A competent person must inspect scaffold every 7 days, any faults must be rectified and a record of the inspection should be made. Scaffold must also

be inspected every day before use.

101. Roofs – working on and access to. Refer to the LA Health and Safety Manual for guidance.

102. Contractors are not permitted to use any school equipment.

### **Health and Safety Display Screen Equipment Regulations 1992**

103. These regulations apply to 'habitual' users (i.e. staff who use VDUs as a significant part of their work). Users are those who use VDU's for more than 2.5 hours per day, 30% of the average working day and for periods of more than 1 hour.

104. The School will make provision for reimbursement of the cost of eye tests up to a maximum of £25 for those staff who are designated DSE users.

105. All users will have a workstation risk assessment carried out, as appropriate. Interactive white boards are classed as DSE and a generic risk assessment will be carried out.

### **School Trips (including Field Trips)**

106. Procedures for school trips and extra-curricular activities are as outlined in the school's trip procedure.

107. Risk Assessment information is available on-line through Evolve.

108. Activities, which fall outside the scope for this document will be discussed in-house with written instructions and arrangements, conveyed to all interest parties by the SLT.

109. All trips must be authorised by the school SLT and Educational Visits Co-ordinator prior to any departure.

### **Emergency Procedures**

110. Fire drills will be carried out 3 times per year and will be recorded. The Headteacher or Deputy will co-ordinate emergency evacuation and a roll call will be carried out. Site Management will sweep the area identified by the school's alarm system. No one will be allowed to return to buildings until the Headteacher or Deputy gives the all clear and the fire alarm has been silenced.

111. In the event of accidents, fires, explosions and spillages, the Headteacher or Reception must be informed immediately. Dependent on the type of incident, the appropriate authorities or outside contractor will be contacted by Reception of the Facilities Manager.

112. All school staff / employees should refer to the 'What is my role in the event of any emergency?' document.

## **Work Experience**

113. CSW Enterprise complete Health and Safety checks for placements on behalf of the school. It is the students' responsibility to identify placements.

## **Use of School Premises Outside Hours**

114. Only staff and bona-fide groups hiring school facilities may use the premises. Hirers must be informed of Health and Safety requirements (evacuation procedures, electrical appliances) and checks made to ensure that they have appropriate insurance.

## **Security to Prevent Unauthorised Access**

115. All visitors must report to Reception to sign in, where they are given a visitors' badge. Staff who meet people who do not have a badge are asked to direct them to Wingfield Reception. Refusals should not be challenged, but must be reported, immediately, to SLT, Site Management or Wingfield Reception.
116. The site is protected with CCTV.
117. Site Management will secure the site at the end of each day in accordance with lettings requirements, the exception being activities finishing after 10pm where the organiser may be responsible for locking up.

## **Noise and Vibration**

118. Line Managers / Directors of Learning will report all cases and, if required, necessary specialist advice will be sought to monitor the potential noise or vibration hazard (guidance – 1<sup>st</sup> action level 85 dBA, 2<sup>nd</sup> action level 90 dBA).

## **Communicating Information to Employees**

119. The Headteacher will be responsible when informed by the LA, for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff who have a direct interest.
120. As this will normally be related to a department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.
121. Significant Health and Safety issues will be raised at the weekly staff briefing or via email.

## **Stress Management**

122. Staff welfare is managed by the HR Manager who will provide support and guidance to individual colleagues. Members of staff will be given information on self-referral through the Employee Assistance Programme.

## **Reference Material**

123. Line Managers are reminded that further reading material and guidance notes are given in the appropriate sections of the Health and Safety Manual, relating to their department. Further information / advice is available from the Facilities Manager.

## **Risk Assessment Procedure**

124. A perceived risk can be assessed by looking at the potential severity of the outcome of any incident that may occur when:
- A particular activity takes place
  - A new way of working, product, or machinery is introduced into the environment
125. It is not anticipated that the risk assessment form will be used on every conceivable occasion. However, if a school is embarking on a trip, introducing new working methods, exposing personnel to new machinery, materials or chemicals, then an assessment should be carried out. Assessments relating to school visits should be lodged with the Educational Visits Coordinator (EVC), who has the overall responsibility for recording those visits; assessments relating to mechanisms, materials and chemicals should be copied to the Facilities Manager. It is important that the copies are given to the identified members of staff before the activity takes place, or new ways of working, or new materials and mechanisms, are introduced to the school.
126. The school will use the LA Risk Assessment forms as appropriate. Directors of Learning will carry out the Risk Assessments for their work areas and the Facilities Manager will be responsible for communal areas.
127. Risk Assessments will be reviewed annually or if there are any changes in circumstance or accidents.

## **Monitoring the School Health and Safety Performance**

128. The Resources and Audit Committee will carry out 3 inspections annually and report to the Full Governing Body. Inspections will focus on a different area of the site for each visit.
129. A Governor of the Resources and Audit Committee will be appointed as the link Health and Safety Advisor.
130. Wiltshire Council is contracted to provide Health and Safety advice and to undertake an annual audit with follow up visits to high risk areas e.g. Science, DT and PE.