

### **HEALTH SAFETY AND WELFARE POLICY & ARRANGEMENTS**

<b>Status:</b>	<b>Approved</b>
<b>Date of Next Review:</b>	Summer 2021
<b>Responsibility:</b>	Trust
<b>Date of Approval:</b>	Full Governors: 20 June 2018 Esher Learning Trust 2 July 2018

This policy is based on the Surrey County Council (SCC) Model Policy September 2016 **and has been adapted to reflect our academy status.**

#### **Rationale**

To comply with the Health and Safety at Work etc Act 1974, Section 3:

*...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

## **Part 1:**

### **Statement of General Policy on Health, Safety and Welfare**

1. Esher Learning Trust:
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
  - Will procure appropriately qualified H&S Advisers to ensure best practice in all activities. Require all managers to act in accordance with the Trust's H&S policy and procedures, and require the same of persons that they supervise and take responsibility for.
  
2. The Local Governing Body & Headteacher of each school will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and exit to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient Instruction and Training
  
3. In support of the above, the Local Governing Body & Headteacher in each school will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for any significant findings to be incorporated into the school's H&S procedures.

## Part 2:

### Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Esher Learning Trust. The Trust approves the Health and Safety policy, responsibility for monitoring its successful implementation is dependent on the Scheme of Delegation. The arrangements below currently apply to all schools in the Trust.

#### 1 The Local Governing Body

The Local Governing Body monitors the successful implementation of the policy and further ensures, as administrators of the school's budget, that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Local Governing Body will specifically:

Include Health and safety targets in the School Improvement Plan. Targets may include,

- .
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure
- Nominate a Governor (H&S) as a H&S link between the Local Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Local Governing Body accordingly.

- 1.1 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf through the academy service level agreement with Surrey County Council as necessary.
- 1.2 Be informed and updated of H&S advice from the academy's insurance providers and any DfE risk protection arrangements in place.
- 1.3 Ensure that H&S is an agenda item on full Local Governing Body termly meetings, the Headteacher will report on:
  - Progress of the H&S targets in the SIP.
  - Accident/incident analysis
  - Relevant H&S information received from appointed Advisers.
  - Suggestion on future H&S initiatives
  - Any other significant H&S information as reported to the Provision/Physical Resources Committee.
- 1.4 Report on H & S to the Board of Trustees on a termly basis
- 1.5 Request the Trust facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

#### 2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S.

The Headteacher will advise DfE/the Trust of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular, the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered (part 3 of this policy is specific to each school and provides the necessary detail)
  - Appropriate control measures are implemented, and that
  - Risk assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building.
  - Equipment as detailed on the schools servicing schedule Swimming pool (where appropriate)
  - First Aid/medical facility and equipment.
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate advice is given and training is carried out.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to the local governing body.
- 2.10 The school and Trust cooperates and participates in H&S monitoring arrangements as provided by its advisers.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire/Lockdown arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other members of staff however, the Headteacher will retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

### **4. Line Managers**

Middle Leaders are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they lead. In particular, line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within an agreed timescale, and a report to the Headteacher is provided to the Health & Safety Co-ordinator.
- 4.6 The H&S training needs of staff are identified and addressed
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.
- 4.11 Middle Leaders will keep SLT informed of training needs to ensure refresher courses are attended as when required.
- 4.12 Arrangements are made for risk assessments to be carried out for staff where required (e.g. for staff who are pregnant or who have health problems).

### **5.**

Staff supervising children are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.

- 5.8 All accidents and incidents are reported and reviewed or investigated in accordance with the school's procedure.

## **6. Premises Manager/Caretakers**

The Premises Manager and Caretaker are responsible to the Bursar/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Bursar/School Business Manager, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These may be carried out with others, such as governors.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school and its advisers.

## **7. Health and Safety Co-ordinator**

Each school has a nominated Health & Safety Coordinator with delegated authority for H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly.

Specific functions of the H&S Coordinator include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests, etc.
- 7.5 Advising the Headteacher and/or DfE/Trust of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.7 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.8 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

- 7.9 Ensuring that all leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8 All Employees [including temporary & volunteers]**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

Participate in the school's risk assessment process and comply with findings.

Report any defects in the condition of the premises or equipment of which they become aware.

Report all accidents/Incidents in accordance with the school's procedure.

Be familiar with the procedure to be followed in the event of a fire/emergency/lockdown.

- 8.1 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.2 To follow all relevant codes of safe working practice and local rules.
- 8.3 To report any unsafe working practices to their Line Manager.

## **9 Staff Safety Representatives (if applicable)**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Local Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

## **10 Health and Safety Link Governor**

The school's link governor will monitor an area of health and safety each term, and report to the local governing body. The following groups of staff may be asked to work with the link governor and provide information to assist with the monitoring:

- 10.1 Headteacher
- 10.2 Health & Safety Co-ordinator
- 10.3 Educational Visits Co-ordinator

10.4 Heads of Science, PE, Performing Arts and DT Departments

10.5 EYFS Leader

10.6 Safety Representative(s)

10.7 Premises Manager/caretakers

10.8 Caterer in Charge

10.9 Student Services

## **Part 3:**

### **Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **1. Access Control/Security**

- Arrangements for visitors - See Appendix 9 H&S School Security Guidance on Managing Visitors and Intruders
- Protecting the site – the electronic side school gates and doors are locked at 08.50 and unlocked at 14.55 during normal school days. Access for staff is via a fob (pedestrian gate) or using an access code (vehicular gate). Emergency break glass points are situated at the gates/doors for emergency exit. The main school gate is locked at the end of the school day and after lettings by the duty caretaker. The school boundary at the rear of premises is secured by a fence which is regularly maintained and included in H&S inspections by premises team and Governors. The security alarm access code is changed when there is a change of personnel in the premises team or keyholders. The security alarm is maintained by a specialist security company. There is CCTV on the school site.
- Emergency procedures following a security alert – The school has an emergency plan that identifies the procedure to follow in the event of a lockdown scenario or similar. The Head, Bursar and other SLT members are familiar with this information. Training for all staff on this scenario yet to be implemented.
- All visitors are directed to the main Reception where they can follow the sign-in procedure. Guidance is given in the staff handbook on how to identify members of our school community and the procedure to follow if anyone not identifiable is on the school premises – see appendix 9

#### **2. Accident Reporting, Recording & Investigation**

See Appendix 3 Accident & Reporting (extract from Staff Handbook which details the school's procedures as they apply to all staff).

The Headteacher delegates responsibility for accident investigations to the appropriate member of the leadership team. Following any accident investigation an action plan to prevent reoccurrence is included in the report. Accident Reports are recorded on the Surrey County Council on-line Incident Reporting system which is reviewed by the Bursar or the Headteacher depending on the severity of the accident.

The Headteacher and Bursar review a summary of all accidents reported on a termly basis. In addition, Heads of Department for practical subjects review a summary of all accidents for their respective departments at their department meetings

#### **3. Asbestos**

The Asbestos Survey is held in the Bursars/Premises Managers files for referral. The survey was carried out by specialists on behalf of Surrey County Council and shows where asbestos materials are present or suspected. Not all areas have been tested.

Contractors complete a contractor on-site form which states we have a register available and that work is only undertaken that they are competent to undertake safely. Before any large scale building work/alterations to the buildings the asbestos survey will be consulted and discussed at the pre-start meetings.

The school Premises Manager has discussed the asbestos site survey with the caretakers and given instruction not to drill or affix anything to walls or ceilings without checking site survey and when in doubt to seek advice from the Premises Manager or Bursar. This discussion has been minuted/noted in the Premises Managers meeting files. The survey for Esher High School does not highlight any walls with suspected asbestos. The Bursar will ensure that the Premises Manager has attended the SCC Asbestos Awareness Management Training.

Staff should report any damage to asbestos materials, to the Premises Manager or Bursar who will make arrangements for area to be cordoned off while a suitably qualified contractor is called to make safe.

#### 4. Contractors

We use suitably qualified contractors. Contractors complete a contractors on-site form which informs them of other contractors who may be on-site and is used for the exchange of health and safety information. The Premises Manager is responsible for monitoring contractors working methods. Staff report concerns to the Bursar and/or the Premises Manager who will follow-up with the contractors or project managers to rectify.

Before any large building works all staff are informed (through weekly staff briefings or email to All Staff) of the project and given instructions on whom to contact if they have any concerns relating to the building works. The correct procedure to follow if there is a significant H&S concern is that staff should contact the Health and Safety Co-ordinator (the Bursar) **by telephone or in person**. If it is not possible to contact the Bursar staff should contact the Premises Manager or another member of the Leadership Team.

It is a requirement of the Construction Design Management Regulations (CDM) that H&S is discussed at the prestart meeting for all construction works. The Site foreman will hold the copy of the risk assessment and ensure the contents are communicated to all the persons on site and that the risk assessment control measures are followed.

#### 5. Curriculum Safety [including out of school learning activity/study support]

Heads of Department are responsible for Health & Safety in their department. This includes, appropriate induction, identifying the H&S training needs of staff, risk assessments for any hazardous activities and liaison with the Premises Manager over any premises issues.

The Schools Trips and Visits Procedure and the Schools Trips and Visits Policy must be followed when planning school trips. This meets "National guidance for the management of outdoor learning, off-site activities and learning outside the classroom". Trips and Visits Risk assessments are included with the guidelines. The Deputy Headteacher is the school's Educational Visits Co-ordinator.

Staff teaching/working in specialist departments e.g. Science, PE, Technology, Art and Drama are required to be familiar with the appropriate H&S Guidance for their area and activities. Visual checks of equipment should be made before each use and in specialist's rooms a termly formal inspection should be carried out by an appropriately trained member of the department, any issues should be reported to the Premises Manager if they cannot be resolved within the department. Specialist areas and rooms are assessed for risk. The risk assessments should form part of the departmental health and safety file and should be shared with new staff as part of induction. Risk assessments are reviewed annually or more frequently where there have been changes that influence the risks. Copies of risk assessments are copied to the Health and Safety Coordinator who maintains a log.

## 6. Drugs & Medications

The Student Service Officer has a copy of “Pupils Health and Administration of Medicines” from SCC available for reference. All medicines are kept in the locked first aid medical cabinet. Medicine prescribed by a students doctor is administered as detailed below.

### Prescribed Medicines Procedure

- Parents complete and sign consent form
- When medication administered to students the Student Services Officer completes a form showing dose, date and time medication administered.
- Both set of forms are kept together in a file.

Paracetamol is kept in the First Aid cupboard in Student Services and can be administered for headaches, colds and minor pain as long as a consent form has been received from a parent. Student Services call home first before administering paracetamol to ensure that the student has not taken any other pain relief. Consent to administer paracetamol is logged under “Parental Consent” on SIMs (school information management system database).

Students who need inhalers for asthma at short notice retain possession of the inhaler for use as required.

Should there be any doubts over aspects of the procedure, or the advisability of agreeing to administer medicine in any case, advice should be sought from the School Nurse.

Epi-pens are kept under the first aid medical cabinet in a separate drawer for easy access. The staff holding First Aid at Work qualification and additional staff members trained in the use of Epi-pens are detailed in Appendix 2 Staff Health & Safety Training.

## 7. Electrical Equipment [fixed & portable]

The statutory PATs and fixed wiring testing are carried out annually and 5 yearly by qualified contractors appointed by the Premises Manager. Records of inspection are held in file in premises or bursars office. Defects are reported to caretakers on blue maintenance forms or email to [premises@esherhigh.surrey.sch.uk](mailto:premises@esherhigh.surrey.sch.uk). Staff are instructed annually (by email) that all personal items need to be assessed and portable appliance tested where necessary before use at school.

## 8. Fire Precautions & Procedures (and other emergencies )

The Bursar and the Premises Manager are responsible for undertaking and reviewing the fire risk assessment. The Bursar is responsible for termly Fire Drills, fire procedures and staff training. The Premises Manager is responsible for maintenance and testing of fire equipment using outside contractors where specialist knowledge required. Records of fire equipment maintenance are kept. Maintenance schedules are presented to Governors on a termly basis. The emergency evacuation procedure is updated annually in September. The emergency evacuation procedure forms part of the staff handbook and is included in new staff induction.

## 9. First Aid

The First Aid Regulations define two types of person to provide first aid. They are:

First Aider:                    A person trained and certified by an accredited organisation to undertake specific first aid treatments

**Appointed Person** a person who has undergone a lesser degree of training than a first aider but is able to provide emergency first aid and is able to summon emergency help

The Student Service Officer holds the First Aid at Work Qualification and is the principal first aider and is available during normal school hours to cover for but not limited to; physical education and sport (on the school premises), science, technology, lunchtime and break activities. Student Service has a separate area with rest and washbasin and toilet facilities.

In the absence of our principal first aider Student Services is covered by members of the attendance team who have either appointed person or First Aid at work qualification. They can also refer to additional members of staff that have received the First Aid at Work Qualification as necessary.

Please refer to Appendix 2 Staff Health & Safety Training for the details of qualified first aiders.

The Student Service Officer has a copy of the DfeS publication "Guidance on First Aid for Schools" in her office for reference.

Every 6 months (Beginning of term and Easter term) the Student Services Officer replenishes First Aid Box stocks and restocks periodically if and when required on ongoing basis. There are first aid boxes located in the Main Office, Staff Room, Student Services, Science Prep Room, Food Technology, Design & Technology, Art Block and disabled toilet in Performing Arts. The kitchen have their own First Aid Box which is their responsibility to replenished as an outside contractor.

If required, an ambulance will be summoned by the First Aider. Students over 15 years of age can go in the ambulance unaccompanied. Next of kin will be called at the same time as the ambulance; in the case of students it is usually a parent that accompanies the child. We try to ensure that any member of the school community is accompanied in an ambulance if that is their preference.

The Health & Safety Coordinator in consultation with Student Services and the Educational Visits co-ordinator ensures that training and renewal of training for first aiders is in place

Guidance is issued to staff through the H&S Policy, induction, and staff handbook sections on First Aid, Medical conditions and Arrangements for Administering Medicine in School.

## **10. Glass & Glazing**

The school has undertaken a condition survey which includes glazing and have reported on vulnerable areas not replaced as part of masterplan.

A Capital Funding bid has been submitted for the technology areas that have not been addressed as part of the masterplan. A number of windows have been treated with safety film to comply with H&S Glazing Regulations. All breakages are dealt with swiftly by being made safe by premises team with maxam film and appointment of glazing contractor to carry out repair.

## **11. Hazardous Substances**

Staff have received training as detailed in Appendix 2

### Science

Materials are ordered and used in line with the KS3 National Curriculum and AQA GCSE Science

syllabus. Hazard data sheets (hazcards) are available in Prep Room. The CLEAPSS Hazcards are in a filing cabinet in the lower (chemical) prep room. In addition, risk assessments and hazcards are included in a folder on top of the practical trolleys with a sheet on the front of the folder to enable them to make comments about risk assessment for their lessons. Science Teachers have access to information on the CLEAPSS website. All chemicals are stored in the Chemical store. There is a separate locked storage cupboard for poisons in the chemical store. The lockable radioactive materials cupboard is fixed to the wall in the science/IT store (which is also kept locked at all times).

Our Radiation Protection Supervisor is Head of Science and our Radiation Protection Advisor is Bindi Sarl, Babcock Science Consultant.

#### Technology

Materials are ordered and used inline with the KS3 syllabus. Hazard data sheets are stored/filed in the D&T Office. Hazardous substances are stored following the hazard data sheet guidelines in metal locked cupboards in the D&T preparation area which students do not have access to.

#### Cleaning

Everyday household products are selected for school cleaning e.g. Flash for the floor. The school provides a lockable cupboard for the storage of these and all other materials and equipment. Hazard data sheets are supplied with the products and are available in the cleaners cupboard for reference. Training for cleaning staff is arranged by the line manager as part of induction.

The school has a contract in place for the disposal of hazardous sanitary, swabs and sharps waste.

### **12. Health and Safety Advice**

We are provided with information and instructions from the Surrey County Councils health and safety manual. In addition we buy into the Babcock 4S Health and Safety Advisory service.

### **13. Housekeeping, cleaning & waste disposal**

Cleaning is carried out on a daily basis by our in-house cleaning staff. Bins are emptied daily. Inappropriate storage of flammable materials e.g. teaching resources is highlighted to Heads of Department as part of routine H&S checks by both the Premises Manager and Governors. Corridor signage is provided during wet floor cleaning

An Emergency Operating Procedure is in place for bad weather conditions.

Broken windows are reported to premises staff via reception. The window is made safe using Maxam film and arrangements are made to have the window repaired as soon as possible.

The caretakers use gloves when disposing of glass & sharps and wrap the sharps in paper before disposing of them in the main rubbish bin.

### **14. Handling & Lifting**

If a role requires any handling or lifting it will be highlighted at induction by their line manager or the Personnel Department and relevant advice or training provided. See Appendix 2.

The majority of manual handling tasks carried out in school have been identified as low risk activities. There are risk assessments in place for other handling and lifting activities carried out by the premises team. Line managers have a duty to ensure that members of staff are competent to carry out tasks that require lifting anything over 10kg, working at height, using equipment or machinery. If there are any doubts or queries advice should be sought from the Health & Safety Coordinator.

Separate assessments and training are needed for the lifting of pupils. We advise that if a child becomes incapacitated, medical assistance needs to be sought. If a pupil starts at EHS that could potentially require lifting we will arrange training for teaching assistants and other appropriate staff. Appendix 2 Staff Health and Safety Training list details of training providers.

## **15. Jewellery**

Instructions to pupils are in Student Planners stating that one small stud per ear lobe is the only jewellery allowed. For PE all jewellery should be removed and hair tied back. If pupils cannot remove studs (ie just been pierced) they should be covered by a plaster or tape.

## **16. Lettings/shared use of premises**

Specialist rooms are kept locked and hirers only have access to areas of the school they have hired. First Aid provision is hirers' responsibility. There is a basic first aid box in the main school hall and in the disabled toilet of the performing arts block and hirers are advised of the need to have their own mobile phones. This information is included in our Health & Safety Advice for Lettings along with our Fire Prevention and Emergency Evacuation procedures, which accompanies the application for the use of school premises form when an enquiry for letting is made.

## **17. Lone Working**

"Lone Working" is inclusive of:

Those working at their main place of work (e.g. Premises Team, Headteacher, Bursar Technicians, Teaching Staff) where:

- Only one person is working on the premises
- People work separately from each other, e.g. in different locations
- People work outside of normal office hours

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue
- One worker is making a home visit to an individual/family
- One worker is working from his or her own home

The procedure to manage lone working is set out in the Lone Working Guidance in the staff handbook on the Intranet. Please see Appendix 11 of Health and Safety Policy.

All staff working alone or separately in their main place of work:

- should sign-in and out during holiday time
- should ensure they have collected the mobile contact number for the Duty Caretaker
- be aware of, and understand, the risks associated with their work, the emergency procedures and location of First Aid facilities and telephones
- High risk activities should not be undertaken by lone workers
- A risk assessment should be undertaken where the task is other than general duties

- A member of the Leadership Team reviews all school events proposed to take place outside of normal school hours with the event organiser to ensure the arrangements, levels of supervision and control measures are appropriate before it is agreed event can take place.

The caretaker responsible for locking and unlocking the school carry a device (Identicom) which they can use to alert a monitoring centre if they find themselves in a threatening situation. This is to provide protection for the Duty Caretaker on site during the early morning and late evenings and on the occasions the caretakers are called out to attend security alarm activation.

The duty caretaker has a “checking in” arrangement either with a partner or colleague. At the end of the day the duty caretaker will contact the nominated person. If no contact is made the nominated person will attempt to contact. There is an after-hours breach of security call out procedure, please see appendix 10 of Health and Safety policy, which includes the use of the Identicom device.

A member of the Leadership Team reviews all school events proposed to take place outside of normal school hours with the event organiser to ensure the arrangements, levels of supervision and control measures are appropriate before it is agreed the event can take place.

#### **18. Long Term Evacuation Plan**

The school has an emergency plan that identifies buddy establishments should the need arise for an off-site evacuation.

#### **19. Maintenance / Inspection of Equipment**

A detailed list of equipment requiring maintenance and servicing is held on a separate database (see Appendix 1). This is reviewed termly by Governors at the Provision Committee meeting. Where maintenance carried out by Contractors, service certificates are filed in the relevant files and the database updated once the scheduled inspection takes place. Maintenance undertaken by caretaking staff is updated on database once the maintenance takes place. Technicians in practical subject departments carry out termly recorded inspections and execute necessary maintenance where appropriate or inform the Premises Manager of defects who then instructs a suitable contractor.

#### **20. Monitoring the Policy**

The Governors Provision Committee is responsible for monitoring the Health and Safety policy. A Governor is nominated at each meeting to carry out a termly health and safety inspection; this is reported back to the Provision Committee. The Health and Safety Co-ordinator monitors implementation of policy by staff and monitors accident reports and trends reporting to Governors at the termly Provision Committee meeting and full Governing Body meeting.

Records of monitoring are kept by the Health & Safety Coordinator (Bursar) in the Bursars office.

#### **21. Personal Protective Equipment (PPE)**

The Premises Manager and Caretaking staff have been provided with PPE (Gloves for cleaning/litter picking and hi-viz jackets for gate duty). PPE is provided for staff and students as indicated by departmental risk assessments

#### **22. Playground Safety**

The Assistant Headteacher for Student Wellbeing has responsibility for communicating the boundary of areas permissible for students to access during break and lunch times. A plan of the boundary is included in the staff handbook.

A member of the Senior Leadership Team along with a team of Lunchtime Supervisors and duty staff are on duty during lunch time sessions. At other unstructured times e.g. before school and at morning break there is a team of duty staff. The rota for this is published prior to the start of each academic year.

The school emergency procedure is followed as normal during lunch times with students being directed to Assembly point where they line up in form groups to enable registers to be taken. There is no play equipment on site. All sports equipment e.g. goal posts are serviced annually by SCC.

### **23. Reporting Defects**

Urgent H&S issues are reported to Reception and the message relayed by radio to the duty caretaker. Other defects and hazards are reported to the Premises team or the Bursar via email to [premises@esherhigh.surrey.sch.uk](mailto:premises@esherhigh.surrey.sch.uk). Staff are advised to report any equipment they suspect to be faulty or hazardous and not to use such equipment until remedial works have taken place. In the event of an area of the school being deemed as hazardous the area is secured and appropriate signage used to ensure staff and students do not enter the area.

### **24. Risk Assessments**

Heads of Department, Heads of Year and line managers are responsible for ensuring curriculum and general H&S risk assessments are undertaken for the activities and staff in their teams. These risk assessments should be reviewed regularly, either by the due date or when there have been changes that influence the risks. A risk assessment log is maintained by the H&S Co-ordinator's for monitoring purposes. <O:\Bursars Office\Health & Safety\Risk Assessments>.

### **25. School Trips/ Off-Site Activities**

The Schools Trips and Visits Procedure and the Schools Trips and Visits Policy is followed when planning school trips. The Deputy Headteacher is the school's Educational Visits Co-ordinator. The school follows the Surrey County Council Guidelines for Educational Visits and Outdoor Educational Activities Manual and receive advice and support through the academy service level agreement with Surrey County Council.

### **26. School Transport**

The mini bus servicing is logged on the school's equipment servicing schedule (see Appendix 1) and the Premises team carry out recorded weekly checks for visual damage interior/exterior, mileage, fuel, water, oil, tyres, lights, horn, doors, seatbelts and cleaning externally and internally.

All staff that drive the school mini bus have passed the minibus driving test. Staff that have passed their driving test since 1997 are not permitted to drive mini buses over 3,500 tonnes.

A risk assessment is carried out for all off-site activities. This will include transport arrangements.

Staff in charge of the activity are responsible for pupil supervision, ensuring seatbelts are worn etc. See Appendix 4 Guidance for staff driving school and hired mini buses.

### **27. Smoking**

Esher High School is a non-smoking school. In addition there is a smoking policy that applies to students.

## **28. Staff Consultation**

All staff are informed at induction that they should make suggestions for health and safety improvements to the Bursar. Please also see section 4 Contractors and section 29 Staff Health & Safety Training and Development.

## **29. Staff Health & Safety Training and Development**

### Induction

All staff receive the following information and guidance as part of induction:

- how to access the school handbook and school policies
- their personal H & S responsibilities as outlined in this policy. See Part 2 sections 5 & 9
- the Bursar is the Health and Safety Co-ordinator
- Health & Safety issues should be raised through line management; any issues that can not be resolved should be referred to the Bursar.
- Emergency evacuation and fire procedures
- Guidance on the use of Display Screen Equipment

Departmental or role specific induction through line management is used to identify further training needs.

See Appendix 2 Staff Health & Safety Training.

## **30. Staff Well-being / Stress**

We have a line management structure in place which includes a supportive element. Staff meet with their line manager for return to work interviews following any periods of sickness.

We buyback Employee Advisor Resource (free helpline).

Staff are referred to occupational health where there are concerns. A support plan is created for teaching staff that require assistance and a range of strategies are offered to promote development.

## **31. Supervision [including out of school learning activity/study support]**

Please refer to Safer Working Practices for the Protection of Children and Staff in Educational Settings Policy and Educational Trips and Visits Policy and Procedures.

All staff are DBS cleared where possible before commencing employment. Where employees start before their DBS clearance is received arrangements are made for them to work accompanied by another member of staff.

## **32. Use of VDU's / Display Screens**

There is a program in place to assess office based staff every two years. Advice for new staff is included in the induction process. Any defects are reported to ICT department and any health concerns reported to Personnel.

## **33. Vehicles on Site**

Please see risk assessment attached – Appendix 6.

#### **34. Violence to Staff / School Security**

Please see Access Control risk assessment attached – Appendix 7 and Appendix 9 H&S School Security Guidance on Managing Visitors and Intruders.

#### **35. Working at Height**

There is guidance on working at height included in the school handbook. Only staff that have training are permitted to use the tower. Caretakers are permitted to access with a ladder but not work from a ladder. Also when a ladder is used two caretakers are present, one climbing and one footing. Teachers and staff should not work at height and should call for assistance from caretaking staff when required.

Please see working at height risk assessment - Appendix 8 and Staff H&S Training log – Appendix 2.

#### **36. Work Experience**

Work experience placements are organised in-house by the Work Related Placement Co-ordinator. Students are not authorised to commence their work experience until risk assessments, Health & Safety checks and Employers Liability Insurance have all been approved. Any Student coming to Esher High School for a placement would receive an induction like any new staff member and would be supervised by an appropriate manager.