



# AVANTI SCHOOLS TRUST

## Health and Safety

**January 2020**

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## Health and Safety

### Statement of Intent

This is a Statement of Organisation and Arrangements for the School. In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the Avanti Schools Trust (AST) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that a advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and SSC members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;

- l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The School recognises Health and Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal and AST.

All contractors and consultants working for The School are required to comply with this Policy.

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement at least annually;

The School will ensure that this Policy is effectively communicated to all staff.

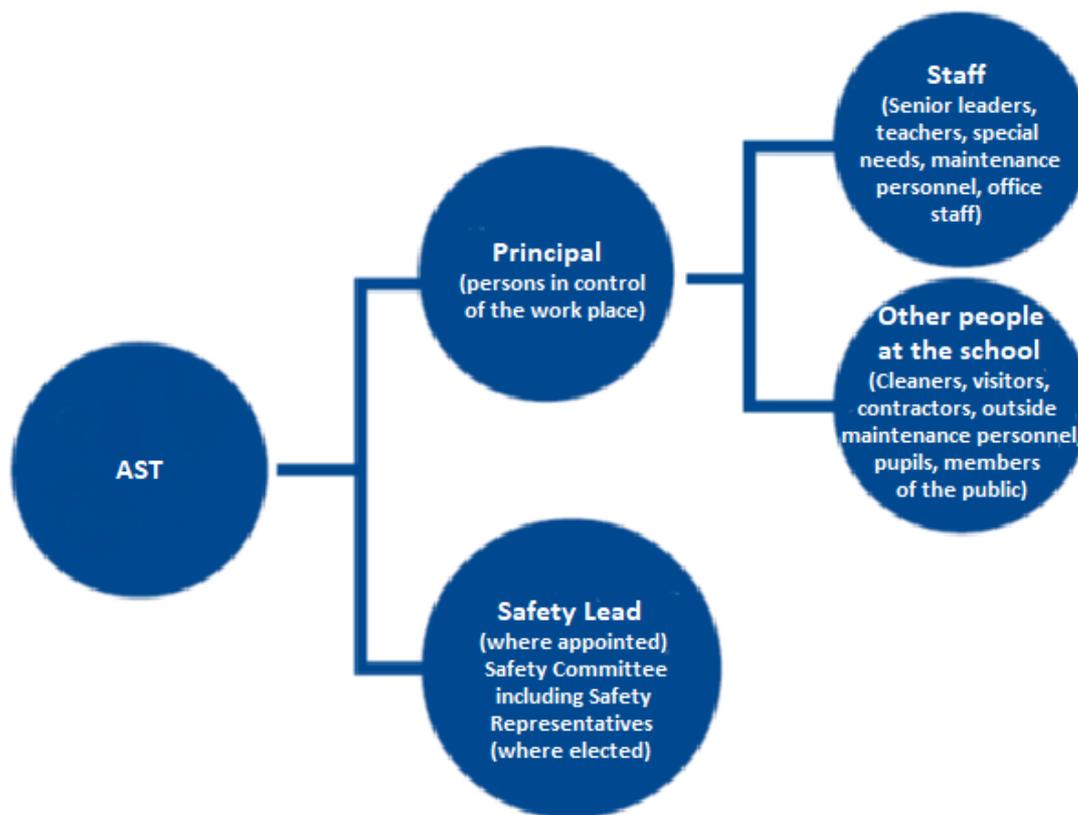
AST are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

### Organisational Responsibilities for Health and Safety

Health and Safety Management of Schools requires School Staff and AST to work together to that ensure health, safety and wellbeing objectives are achieved.

## Organisation Chart



Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools. Below are those with special responsibilities and their responsibilities under this Policy:

### Avanti Schools Trust

In consultation with the Principal, AST will

- Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Monitor, via reports, the overall performance of the Schools health and safety management systems.
- In particular AST undertakes to support the Principals to provide:
  - a. A safe place for staff and pupils to work, including a safe means of entry and exit.
  - b. Plant, equipment and systems of work, which are safe.
  - c. Safe arrangements for the handling, storage and transport of substances.
  - d. Safe and healthy working conditions which take account of all appropriate:

1. Statutory requirements
  2. Codes of practice whether statutory or advisory
  3. Guidance whether statutory or advisory.
- e. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Within the financial resources available, staff will be offered health and safety training appropriate to their duties and responsibilities. Pupils will receive such training as is appropriate to the school-related activities in which they are involved.
- f. Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.
- g. Adequate welfare.

## The Principal

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Principal, who will:

- Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within our School.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- Ensuring that this Policy is brought to the attention of all employees.
- Ensuring that School health & safety policies or procedures are reviewed annually, or when significant changes occur. Review outcomes must be brought to the attention of all employees (including revisions).
- Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.

- Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- Ensuring that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- Ensuring his/her own CPD in this regard.
  
- The Principal will bring to the attention of AST any significant health and safety issues, will involve AST in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

## Employees

All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Attending local health and safety and safety induction on their first day of employment.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.

## Staff with Special Responsibility

Appendix 1 gives the names of staff and roles who are responsible for:

The local arrangements to ensure the effective control of risks within the specific areas under their control;

- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc;
- resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;
- ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- obtaining relevant advice and guidance on health and safety matters.

## Special Obligations of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- detail safe methods and controls to be followed in their written lesson plans
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- build in safety education in curriculum planning.

## Representatives of Employee Safety

Representatives are voted for by their peers:

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

## The Pupils

Pupils will be reminded that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through our school website.

## Contractors

- All contractors under local control will be appropriately selected and competent in terms of health and safety
- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- **The Principal will appoint an appropriate person to** be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor selection policy for small building works.
- The Principal must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, or by the contractor, in consultation with the Principal.
- All contractors must report to the Principal before any work takes place and prior to each working session. The Principal should then inform the contractor of any conditions which may affect his safety and that of others.
- We will ensure that contractors have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the school on such matters.
- Such considerations will be made explicit in any contract or service level agreement with the provider.
- At all pre-contract meetings for major works during school time Safeguarding will be highlighted as a key issue.

- Any work carried out in school during the school day will be closely supervised and designated areas will restrict the movement of any contractors to ensure that there is no contact with pupils.
- School will not endorse or distribute leaflets/flyers for private individuals or commercial companies

## Visitors and Other Users of The Premises

*See also Child Protection & Safeguarding Policy for the checks we will undertake for regular visitors*

- Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.
- The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- All visitors to our establishment must comply with the School's Health and Safety Policy and procedures.
- Principals, must ensure that a suitable system is implemented whereby visitors are required to record their visit (e.g. visitors book).
- Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Principal.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- If the incident is of a serious nature or fatal the Principal and the enforcement authority must be contacted immediately.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
  - a) Visitors are alerted to the establishment's Safeguarding procedures including fire procedures,
  - b) Visitors adhere to the School's 'No Smoking' Policy,
  - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
  - d) Visitors record their presence on the premises in the appropriate log book,
  - e) Where applicable, visitors are provided with and wear an identification badge,
  - f) Visitors are accompanied or authorised to enter the premises,

- g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- i) Visitors report all accidents, incidents and near misses to the host,
- j) Visitors wear protective clothing that is supplied, when necessary.

## Lettings

The Principal will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school's health and safety policies where appropriate.

## 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:

### Accident Reporting, Recording & Investigation

The business manager and Principle/Principal will be notified of all accidents on the premises. This will be weekly for minor accidents and immediately for anything more serious. All accidents are entered on an accident form, which is completed by the member of staff supervising the student or a member of the first-aid team. These are then countersigned by a senior member of staff and forwarded to the Principal/Head. The Principal/Vice principal will then decide if the incident needs to be investigated.

Accidents involving parents, visitors or contractors will also need to be reported and advice from the Health and Safety Advisor should be sought immediately.

For more serious accidents or if the employee/student is not able to return to school for more than 7 days, then the RIDDOR procedure should be followed. If an injury is RIDDOR reportable, the Health and Safety Advisor should be notified to give guidance and an accident/investigation form completed along with witness statements.

RIDDOR reportable accidents should be reported online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) after advice from the Health and Safety Advisor.

Under no circumstances do you contact the local Environmental Health Officer directly.

## Asbestos

The Asbestos Register is kept in the Reception Office during term-time and in the Caretakers' office during school closure periods. Caretakers and Contractors must consult

the asbestos register/survey prior to starting work on the premises and must sign the acknowledgement form indicating that they have read and understood the section of the register/survey pertaining to where they are to commence work. Only approved staff should undertake drilling or any other DIY work.

Any damage to asbestos should be reported to the Business Manager or Caretaking staff as soon as possible who will then contact the appointed survey company for advice.

## Contractors

Contractors are selected in line with the school Scheme of Delegation. Health and Safety issues are discussed with contractors in advance of commencing work and monitored by the Caretaking staff. Any concerns or issues over working practice will be communicated to the Business Manager who will either contact the appropriate contract supervisor or contact the company concerned where appropriate.

**Curriculum Safety** - including out of school learning activity/study support. Subject/phase Leaders are required to undertake suitable risk assessments for each aspect of their subject's teaching.

All leaders of out of school activities must complete full risk assessments, in line with school polices, in consultation with the designated senior leader.

## Drugs and medication

Parents/carers requests for medicines to be administered to their children must be received in writing using the form available from the Reception Office, giving first aid staff permission to administer medication and stating how much medication is to be administered and how often. This is locked in the medical cabinet together with the appropriate medication. The amount of medication and the time given is recorded and the form signed by the member of staff who has administered the medication.

## Electrical equipment

Equipment is monitored by the Caretaking staff but it is the responsibility of all staff to alert the Business manager/Principle/Principal or Caretaking staff regarding any item of equipment which may be dangerous or defective.

Personal equipment brought into the school must be tested before use.

## Portable Electrical Equipment

A visual inspection should be made of all portable equipment each time it is used. Portable Appliance Testing will be undertaken by a qualified company annually. Equipment requiring more frequent testing i.e. Science and site equipment will be tested in-house by trained Technical and Caretaking staff.

Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.

### Fixed Electrical Equipment

A comprehensive test of all fixed electrical equipment is carried out every five years by a qualified electrical company appointed by the school or Trust.

### Fire precautions and procedures and other emergencies, including bomb threats

The school is provided with a fire log book containing all fire safety records.

Caretaking staff are responsible for ensuring that all fire exits are clearly marked and kept free from obstruction and that Fire extinguishers are checked regularly and not missing from the appropriate locations.

Caretaking staff carry out weekly testing of the fire alarm system and monthly testing of emergency lighting, fire exits and record all findings. A planned fire evacuation drill will take place each term. All equipment is maintained annually via the school's contract and any defective equipment is removed and replaced as necessary.

The Business Manager will review the fire risk assessments every 3 months. **Fire Risk Assessments** are held in the fire log book.

Maintenance of fire alarms, fire equipment and emergency lighting are contracted and overseen by the Business Manager and the Caretaker.

### First Aid

*See separate First Aid Policy for further detail*

The school has a number of support staff employees who are trained first-aiders working in various locations around the site. The senior first-aider maintains and updates a duty rota to ensure that all periods of the school day are covered by a trained first-aider. If a first-aider is absent on the day of their duties then another first-aider will change their day.

In the event of an ambulance being required, reception staff will dial 999 and the first-aider on duty will be responsible for overseeing the incident and arranging with a senior member of staff to accompany the child to hospital if a parent/carer is not available.

Checking, ordering and restocking of first-aid boxes is the responsibility of the senior first aider.

The Business manager receives notification when a first-aid certificate is due for renewal (every three years) and is responsible for booking staff on the renewal course.

### Glass and glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. Condition of glass is monitored by Caretaking staff and any glass in a dangerous condition is immediately replaced. Any single glazed units are checked regularly by Caretaking staff and high risk areas filmed or replaced with laminated glass as deemed necessary.

### Hazardous Substances (COSHH)

All Science, Design and Art work, including the storage of materials (and their amount) is carried out under the strict guidance received from CLEAPSS. All hazardous substances are listed and supported by a safety data sheet and copies kept in each department and area, and with the Business Manager and Caretaking staff. The findings of regular school subject audits are acted upon and procedures updated as necessary

### Health and Safety Advice

The school can enter an annual service level agreement with the Health and Safety Team of the Local Authority or a similar body.

### Housekeeping, cleaning and waste disposal

Whether the school contracts cleaning services (A key element of the AST's vision is a clean and comfortable environment for learning and living; the provision of high quality cleaning and personal responsibility by all for keeping our schools clean and tidy is essential to this) from outside bodies via an annual Service Level

Agreement or oversees cleaning "in house", on a day-to-day basis, Caretaking staff will:

- ensure that cleaning is done to a high standard and that rubbish is kept to a minimum and is cleared away.
- ensure that wet floor warnings are in place to minimise risk of slips and falls. All areas are dry mopped to prevent any risk of slips.
- dispose of glass and sharp objects safely.
- put in place arrangements for snow shifting (see also Bad Weather Conditions document).
- ensure, as far as possible, that waste and recycling bins are at safe distance from buildings and that they are secure.

Ensure that all contractors provide a copy of their own health and safety policy, risk assessments, safety data sheets and training records.

## Handling and lifting

Caretaking and Technical staff are trained in manual handling procedures and risk assessments should be undertaken where this is a routine activity.

## Jewellery

The school guide for parents outlines guidance for the safe wearing of jewellery. Pupils and students are encouraged to wear only appropriate items of jewellery.

## Lettings and shared use of premises

Organisations which hire spaces on site have a copy of our Lettings Policy and will sign an agreement indicating that they agree with and, where appropriate, comply with insurance requirements; maximum numbers; safety requirements; fire alarm procedures, etc.

Caretaking staff will undertake regular checks to ensure that:

- the fire alarms are working;
- emergency lighting is working;
- the premise licence is current;
- fire doors are working;
- escape routes are clear;
- the hirer is aware of escape routes.

## Lone working

For Health and Safety reasons, all staff who work during school closure periods are required to sign in and out via the book in the Caretakers' office or reception. This means that Caretaking staff know who to account for in the event of a fire or other emergency.

Support staff who work during school closure periods have use of a walkie-talkie or mobile phone to enable them to contact Caretaking staff immediately if required. The external doors are kept locked to keep out intruders but to allow exit in the event of an emergency.

## Maintenance and inspection of equipment (including selection of equipment)

Caretaking staff are responsible for inspection of the following items:

- ladders, steps and scaffold examined each time they are used and kept secure;
- fire alarms to be tested weekly;
- emergency lighting to be tested monthly
- fire exits to be inspected monthly
- fire extinguisher to be inspected monthly
- fire doors to be inspected monthly
- records kept for fire safety equipment and all health and safety checks.

An annual inspection of all gymnasium equipment takes place. Any defective items are highlighted and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

### Monitoring the Policy and results

The Annual Health and Safety Checklist – Premises is issued to the designated managers and subject/phase leaders by the Business Manager.

All other checks, reports or complaints are monitored by the Business Manager and reviewed by the Health and Safety Committee.

### Poster on Health and Safety Law

These are located in a prominent place and in the Caretakers Office and will be updated by the Business Manager.

### Personal Protective Equipment (PPE)

Subject areas provide pupils and students, teaching and technical staff with suitable PPE in accordance with their Risk Assessments. PPE identified for the use by Caretaking staff must be worn when necessary.

### Reporting defects

Defects can be reported by contacting Caretaking staff on site or by entering the defect in the Repair file in the Reception Office. Jobs are made safe and items repaired or replaced in order of priority with Health and Safety issues being given priority.

### Risk assessments

Risk assessment forms are completed annually by all subject and phase leaders and those responsible for the buildings, the fabric of the school and those leading trips and educational visits. These are issued and monitored by the Business Manager and reviewed by the relevant head of department.

Employees who are pregnant must notify their immediate line manager and a risk assessment completed on a monthly basis. Further advice can be given by the Health and Safety Advisor.

All risk assessments are stored with the Business Manager.

### School trips and off-site activities

All visits are vetted and approved by the Educational Visits Co-coordinator, who will be identified in local contexts, forms are completed and copies left in Reception or other

nominated person, e.g. police. Parents/carers have details of the visit/trip and emergency telephone number. Activities will be in line with the DfE guidelines.

Education visits must comply with the EV policy.

### School Transport – e.g. minibuses

School transport is organized via the local county/city council who appoint nominated companies which comply with the specified health and safety guidelines.

### Smoking

The school is a non-smoking site.

### Staff Consultation and Communication

The Health and Safety Committee meet termly, chaired by the Business manager.

Every room in the school has a named member of staff and a team of pupils/students responsible for general upkeep. Issues of concern and suggestions for Health and Safety improvements can be made to the Committee or the Business Manager.

### Stress and staff Well-being

**Teaching staff** – all teaching staff have a clear line management structure within which they work, and it is the responsibility of line managers to monitor stress levels and the general well-being of staff in their team. In particular cases of stress or illness, staff are encouraged to raise any concerns with their Line Managers and ultimately the Principle/Principal.

**Support staff** – all support staff are responsible to the Business manager, although the day to day deployment of some staff (particularly technicians) is in the hands of teaching Subject Leaders.

Matters of stress and well-being should be raised with her and will be monitored by her. All support staff also have the right to raise matters through the Leadership team of the school.

**All staff** – are supported by the Avanti School Trust. The well-being of all staff is of the highest priority to the Trust and it will seek all avenues to help assure the happiness and security of its employees.

**Supervision** - including out of school learning activity/study support.

All trips and visits must be sanctioned by a member of the senior team. Details of names, contact numbers etc. should be left with Reception or other nominated person, e.g. the policy. There must be a contact person from the Leadership Group or a person of similar standing.

Parents must have the full details of the trip and a permission slip must be obtained prior to the trip. Further details/help can be obtained from the Vice Principal/Business Manager.

### Training and Development

All new staff are briefed about the fire drill/fire arrangements by their Line Manager who must complete the Health and Safety Induction checklist during meetings with them in first full term of employment.

New teaching staff are briefed about minimum Health and Safety competencies for certain activities by the leaders of the relevant subject(s). Subject leaders brief staff about Health and Safety procedures.

All persons who undertake work in the building or premises are briefed about Health and Safety compliances by the Caretaking staff (this includes regulations pertaining to Asbestos).

### Use of Display Screens / DSE

Regular DSE operators are entitled to eye tests paid for by the school. Workplace assessments have been carried out on an annual basis.

### Vehicles on site

As far as possible, the movement of contractors' and other vehicles on site is restricted at times of high risk. A 4 mph speed limit is imposed on traffic entering and leaving the site. Wherever possible, most deliveries are dispatched in a set-down point which reduces the necessity for large vehicles to move around the site.

### School security

All visitors to the school site are required to sign in and out at Reception and access around the site is restricted. During holiday periods, Staff and visitors sign in and out at the Reception/Caretakers Office.

### Working at height

Caretaking staff should only use steps, ladders and scaffold in line with recommended safe working practice and appropriate training is given to all new staff. All equipment must be examined before use and only used by authorised personnel.

### Water hygiene

Arrangements are in place for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual and risk assessment. Caretaking staff are responsible for recording and updating the Manual, located in the Caretakers' Office.

## Work experience

This school will arrange for pupils and students to attend organisations for work experience as part of their developing education in the world of work. All efforts are made to ensure, so far as is reasonably practicable, that pupils and students will not be exposed to any unnecessary risks to their health and safety and that adequate provision is made for their welfare whilst out on placement.

Employers (including work placement providers) are required under the Health and Safety (Young Persons) Regulations 1997 to undertake a risk assessment with a view to identifying any particular risks to young workers and children. Whenever the school is informed of any such risks, the school will inform the parent/carer of students who are affected.

### *Adults who supervise children on work experience*

*We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.* These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/training/instruction frequently (more than three days in a 30 day period, or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school or college will ask the employer providing the work experience, to ensure that the person providing the instruction or training is not a barred person.

Responsibility for implementation and co-ordination of these arrangements within school is allocated to the Business Manager.

## Gas Safety

Gas appliances will be serviced on an annual basis and the Business manager/caretaker will be responsible for the appointment of the contractor who is register on the Gas Safe Register for commercial appliances.

## Permit to work

Contractors working on the premises carrying out 'hot work' will need to follow the required permit to work system gaining authorization from the Business Manager first before starting work.

## Lifts

Passenger lifts will be inspected every 6 months by an appointed contractor, along with a service agreement. In the event of a lift breakdown, the correct procedure will be followed identified by a risk assessment.

## Training

All staff will receive annual health and safety refresher training which is recorded and kept by the Business Manager.

## Playground safety

Teachers are responsible for pointing out any hazards to the Business Manager /Caretaker immediately once known and the area cordoned off if required. Repairs or replacement should then be undertaken to make the area safe.

The playground should receive an annual inspection by a specialist appointed contractor.

## Measuring Performance

- It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.
- All school departments shall measure how effectively environment and safety requirements have been implemented and risks are controlled across their area of responsibility to contribute to the school picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

## Active Measurement

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.
- The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the

department hazard and risk profile. Active measuring techniques employed by the School are to include:

- Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
- Periodic examination of returns and records by AST and 'In House' to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
- The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
- Routine checking the implementation of environment and safety requirements and procedures during all phases of acquisition activities.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by our safety committee, to include progress against the relevant risk registers.
- Environment and safety culture/climate surveys and questionnaires undertaken by 'In House' when directed to do by AST or the Principal.

### Reactive Measurement

- Reactive measuring techniques and systems are triggered after an event and provide opportunities for an organisation to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. Each asset

within the school shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.

- Reactive measurement techniques to be employed include:
  - Accident and incident reporting and recording to cover all environment and safety related incidents. The only reporting system to be used within the school is controlled by AST.
  - Ill health data where related to occupational causes.
  - Claims data, including claims settled with payment.
  - Reporting the outcomes of accident and incident investigations conducted.
  - Inspection reporting

Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

## Audits and Review

### Audits

- Audit is an essential part of our environmental and safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action”. It, therefore, involves making judgements about the adequacy of performance. Audit shall aim at establishing that:
  - Appropriate management arrangements are in place and effective
  - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
  - Appropriate precautions are in place and effective.
- Audits will be conducted both internally by the Principal and Heads of Department using our audit procedures and on request by our safety consultancy ‘In House’ who will conduct a bespoke HSG65 audit.

### Review

- Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy

deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.

- Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc. and for revision of objectives and targets.

## Glossary of Health and Safety Terms

<b>Accident</b>	An undesired event resulting in death, injury, damage to health, damage to property or other form of loss
<b>Allergen</b>	Substance causing an allergic reaction in a person who is sensitive to that substance
<b>Appointed Person</b>	A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)
<b>Approved Code of Practice</b>	A code of practice, associated with specific regulations that has been approved by the Health & Safety Commission. A Code of Practice is seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable; any alternative must be demonstrated to be of equal measure or better.
<b>Asbestos</b>	Hydrated magnesium silicate in fibrous form
<b>Carpal Tunnel Syndrome</b>	A chronic disorder of the hand and wrist possibly resulting from repetitive work involving repeated wrist flexion or extension
<b>Chronic</b>	Occurring over an extended period of time
<b>Code of Practice</b>	Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them
<b>Common Law</b>	Source of law that is not written in statute but which has been developed through judicial precedent. A breach of common law could result in a criminal offence or a civil action for damages.

<b>Competent Person</b>	A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others
<b>Compliance</b>	The act or process of fulfilling requirements
<b>Control of Substances Hazardous to Health</b>	Regulations promoting safe working with potentially hazardous chemicals
<b>Designated Person</b>	A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)
<b>Display Screen Equipment</b>	Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers
<b>Employment Medical Advisory Service</b>	Part of the Health and Safety Executive, offering advice on work related health issues and on people with health problems returning to work.
<b>Ergonomics</b>	The application of information about human characteristics to design applications, e.g. equipment, tools, work tasks, with the aim of improving safety and efficiency
<b>Fatigue</b>	Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency
<b>Fires</b>	<p><b>Class A</b> - Fires in ordinary combustible materials such as wood, cloth, paper, etc.</p> <p><b>Class B</b> - Fires in flammable liquids and liquefiable solids or electrical fires</p> <p><b>Class C</b> - Fires involving gases.</p> <p><b>Class D</b> - Fires involving combustible metals such as potassium or sodium</p> <p><b>Class F</b> - Fires involving cooking oils or fats</p>
<b>Fire Prevention</b>	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire
<b>Flammable Gas</b>	Gas that when mixed with air forms a flammable mixture at ambient temperature and pressure
<b>Flammable Liquid</b>	Liquid with a flashpoint below 100°F (37.8°C)
<b>Flammable Solid</b>	Solid that is liable to cause fires through friction, absorption of moisture, etc. or which can be readily ignited

<b>Flash Point</b>	The lowest temperature at which a flame will propagate through the vapour of a combustible material
<b>Freezing Point</b>	Temperature at which a liquid becomes a solid, at normal atmospheric pressure
<b>Glare</b>	When a portion of the visual field has a significantly higher luminance than its surroundings, resulting in reduced contrast
<b>Good Practice</b>	HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice)
<b>Hazard</b>	Potential for harmful effects
<b>Health And Safety Executive</b>	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
<b>Improvement Notice</b>	A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken.
<b>Incident (or Near Miss)</b>	A generic term for those events that do not cause harm but which might have done so under different circumstances
<b>Irritant</b>	A substance that produces inflammation when it makes contacts with the skin, eyes, nose, or respiratory system
<b>Liquid Petroleum Gas</b>	LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air
<b>Manual Handling Operations</b>	Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object
<b>Material Data Safety Sheet</b>	Contain information on the hazards associated with a chemical, along with guidance on its safe use
<b>Near Miss</b>	See "Incident"

<b>Negligence</b>	Can be either the omission to do something that a reasonable person would do when guided by those considerations that ordinarily regulate the conduct of human affairs, or the commission of some act that a prudent and reasonable person would not do.
<b>Permit to Work</b>	Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.
<b>Policy</b>	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy
<b>Preventive Maintenance</b>	Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure
<b>Prohibition Notice</b>	A statutory notice that is issued by an authorising body such as Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.
<b>Regulation</b>	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.
<b>Residual Current Device</b>	An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.
<b>Risk</b>	A quantifiable expression of the likelihood of injury or harm resulting from a hazard
<b>Risk Assessment</b>	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards
<b>Risk Management</b>	The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits
<b>Safe System of Work</b>	A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety
<b>Safety Culture</b>	A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices

<b>Self-Assessment</b>	Assessments performed by individuals (or organizations) to determine how safely they are working and meeting their health & safety responsibilities toward themselves and others
<b>Sensitizer</b>	Substance that may cause a person to develop an allergic reaction after repeated exposure
<b>Stress</b>	That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.  The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, musculo-skeletal disorders and an increased tendency to be accident-prone.
<b>Ventilation</b>	Movement of air, usually associated with the introduction of fresh air
<b>Workstation</b>	The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.

## **Resources**

### **Organisations**

Adventure Activities Licensing Authority

Health and Safety Executive: education, information sources and guidance - [www.hse.gov.uk](http://www.hse.gov.uk)

Watch your Step in Education - Health and Safety Executive

Health and Safety Executive link to Guidelines on school trips [www.hse.gov.uk/schooltrips](http://www.hse.gov.uk/schooltrips)

Safety and Health of Pupils on Educational Visits - Department for Education and Skills

Safety and Health on Educational Excursions: A Good Practice Guide - Scottish Executive

### **Publications**

The Association for Physical Education (UK) [www.afpe.org.uk](http://www.afpe.org.uk)

Safe Practice in Physical Education and School Sport, Association for Physical Education

Teacher net website: [www.teachernet.gov.uk/wholeschool/healthandsafety](http://www.teachernet.gov.uk/wholeschool/healthandsafety) includes information on:

- Safety and health on educational visits
- Managing medicines in schools
- First-aid for schools
- Safe practice in PE
- School security
- Coping with the sudden death of a pupil
- Rights of way through school premises
- Other safety and health material

## Appendix 1: Health and Safety Officers

The Health and Safety Officer for each school has been nominated as the Principal.