

Health and Safety



STATUTORY / NON-STATUTORY	STATUTORY
MEMBER OF STAFF RESPONSIBLE	BM (SSt)
DATE APPROVED BY Head/SLT	October 2019
GOVERNING BODY OR COMMITTEE RESPONSIBLE	GP
DATE OF FULL GOVERNING BODY APPROVAL	October 2019
REVISION DUE DATE	October 2020

Policy Purpose

The aims of this Policy are to:

- Comply with the requirements of the Health & Safety at Work Act 1974 and other relevant statutory provisions
- Act as a pivotal document in implementing Noadswood Schools' Health & Safety Management System
- Ensure, as far as is reasonably practical, a healthy and safe environment for all Pupils, Staff, Contractors and Visitors, who study, work or visit Noadswood School

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Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the Health, Safety and Welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate. We will co-operate and co-ordinate with Partnerships, Contractors, Sub-Contractors, Employers, Hampshire County Council department and the occupiers of premises and land where we are commissioned to work in order to pursue our Health & Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons
- Maintain control of Health & Safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
 - Consult with all Staff on matters affecting their health, safety and welfare
 - Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
 - Provide appropriate information, instruction and supervision for everyone
 - Ensure Staff are suitably trained and competent to do their work safely
 - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
 - Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
 - Develop and maintain a positive Health & Safety culture through regular communication and consultation with employees and their representatives on Health & Safety matters.

Our Health & Safety Management System has been developed to ensure that the above commitments can be met. All Staff and Governors will be instrumental in its implementation.

Key Health & Safety Roles

Key Health & Safety Roles can be found on the Health & Safety Notice Board. Please also refer to Appendix 1.

Organisation

Employer Responsibility

The overall responsibility for Health & Safety at Noadswood School is held by the Governing Body in conjunction with the Headteacher (HT) who will:

- Ensure that Health & Safety has a high profile
- Ensure adequate resources for Health & Safety are made available
 - Consult and advise Staff regarding Health & Safety requirements and arrangements
 - Periodically monitor and review local Health & Safety arrangements.

Responsible Manager

The Responsible Manager for the premises is the HT, who will act to:

- Develop a safety culture throughout the School
 - Consult Staff and provide information, training and instruction so that Staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
 - Ensure a safe and healthy environment and provide suitable welfare facilities
 - Make operational decisions regarding Health & Safety
- Ensure periodic safety tours and inspections are carried out
 - Ensure significant hazards are assessed and risks are managed to prevent harm
 - Ensure Staff are aware of their Health & Safety responsibilities
 - Periodically update the Governing Body / trustees / partnerships as appropriate
 - Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including Volunteers)

All Staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own Health & Safety and that of others affected by their activities by:

- Risk assessing day to day tasks and taking mitigating actions to avoid hazards
- Supporting the Schools Health & Safety arrangements
- Ensuring their own work area remains safe at all time
- Not interfering with Health & Safety arrangements or misusing equipment
 - Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
 - Reporting safety concerns to their local Health & Safety Representative or other appropriate person
 - Reporting any incident that has led, or could have led, to damage or injury
 - Assisting in investigations due to accidents, dangerous occurrences or near-misses
 - Not acting or omitting to act in any way that may cause harm or ill-health to others.

Premises Manager (PM)

The Premises Manager (PM) will manage and co-ordinate Health & Safety matters on behalf of, and under the direction of, the HT. The PM will work within the parameters of any training provided and in accordance with risk assessments and the on-site safe working practices. The PM is to work within their level of competence and seek appropriate guidance and direction from the HT, the BM, the Governing Body and / or the appointed Health & Safety Consultant, with whom the School have an SLA.

The PM will represent the Staff with regard to Health & Safety at work. The PM is expected to promote a positive safety culture throughout the School and carry out Health & Safety duties appropriate to his / her role in accordance with current guidance and legislative requirements.

The PM will also manage and co-ordinate all Planned Preventative and Reactive Maintenance matters within the School.

Site Manager (SM)

The Site Manager (SM) is responsible for day to day management of Health & Safety within the School Premises Staff Team. The SM is to work within the parameters of any training provided and in accordance with risk assessments and the on-site safe working practices. They will work within their level of competence and seek appropriate guidance and direction from the PM, Business Manager (BM) or HT who will, if deemed necessary, seek further guidance from the appointed Health & Safety Consultant.

Subject Leaders

Subject Leaders are responsible for the day-to-day local management of Health & Safety within their own department, acting on behalf of the HT, with support and guidance from the PM. They will ensure that Staff are provided with adequate safety information and they will manage all integral and specific risks relating to the departments functions. They will ensure the department complies with overall School policies and procedures; that all activities are periodically risk assessed, half termly inspections are carried out, and necessary controls are implemented.

All Colleagues

The responsibility of applying local safety procedures in curriculum areas, on a day-to-day basis rests with the teachers and supervisors. When any change to processes or practices is being introduced they are responsible for risk assessment and execution of any appropriate mitigating actions. They are to ensure that all new members of Staff under their control are instructed in their own individual responsibilities with regards to Health & Safety, and they will appropriately monitor those new Staff. They are to make half termly inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

All Teaching Staff are asked to complete a Termly Checklist in the first half of every term, and the Subject Leaders are asked to complete a Termly Checklist in the second half of every term.

All staff are able to raise reactive breakdowns and health & safety issues via the Helpdesk Ticket system. We also have the Near Miss Reporting option available.

New staff attend the New Staff Induction Meeting and are briefed on health & safety processes within the workplace.

Staff Health & Safety Committee

The purpose of the Staff Health & Safety Committee (HeSaC) is to assist in the assessment of safety related matters, provide appropriate support to the HT and generally promote and assist in the implementation of a sound Health & Safety ethos throughout the School.

The Staff Health & Safety Committee shall be formed of a 'core' group, including one Governor (Chair), HT, BM, PM, ICT Manager, SM, one LSA and Subject Technicians.

The Staff Health & Safety Committee is to meet quarterly to monitor and discuss on site Health & Safety issues and recommend any actions necessary should performance appear or prove to be unsatisfactory. Each meeting has a standard Agenda and Minutes will be taken and available thereafter on the Staff Health & Safety Notice Board and the school's intranet.

On an annual rota basis, each department will be invited to join the next Staff Health & Safety Committee Meeting and will be expected to send a minimum of one guest representative, additionally, all staff shall be invited to each meeting.

The Staff Health & Safety Committee shall be linked to the Governors General Purposes Committee (GPC).

Health & Safety Representatives

The Health & Safety Representatives (HeSaC Members) will represent the Staff with regard to Health & Safety at work. They are expected to promote a positive safety culture throughout the School and carry out Health & Safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Fire Safety Manager

The PM is the Competent Person for fire safety on the premises and acts as the Responsible Manager on behalf of the HT. The PM will attend Fire Safety Refresher training every three years and is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the Fire Safety Manual. The PM will also carry out an annual review of the Fire Safety Risk Assessment.

Upkeep of the Fire Safety Manual is checked and contents updated quarterly by the PM, 6 monthly by the BM and counter-signed annually by the HT.

An external Fire Safety Contractor will be appointed by the PM every 4th year to conduct a full Fire Safety Risk Assessment, additionally, a Fire Safety Risk Assessment will be completed should there be any significant changes to the premises.

The Fire Safety Manager is to work within their level of competence and seek appropriate guidance and direction from the HT and / or the appointed Health & Safety Consultant as required.

Legionella Competent Person

The Legionella Competent Persons are the PM and SM. The Legionella Competent Persons act on behalf of the HT to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are to be retained.

Under the terms of the Legionella Written Scheme, the Legionella Competent Persons will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and the Health & Safety Executives HSG274 – Legionnaires Disease: Technical Guidance Part 2. They will advise the HT of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the HT and / or the appointed Health & Safety Consultant as required.

The PM will carry out an annual review of the Legionella Risk Assessment.

All higher risk staff complete the Hampshire Legionella Awareness e-learning module and attend the Legionella Management Training Session presented by the appointed external Health & Safety Consultant.

Asbestos Competent Person

The PM and SM are the nominated Competent Persons for Asbestos on the premises and act on behalf of the HT to provide the necessary competence to enable asbestos to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained.

The Asbestos Competent Persons will ensure that all Staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate Staff are competent in the use of the

Asbestos Register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the HT of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the HT and / or the appointed Health & Safety Consultant as required.

Management of Asbestos is presented to all staff at the Annual Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. Asbestos also forms part of the New Staff Induction and staff understanding is confirmed via the Termly Teaching Spaces Checklist.

All higher risk staff complete the Hampshire Asbestos Awareness e-learning module and attend the Asbestos Awareness Training Session presented by the appointed external Health & Safety Consultant.

Accident Investigator

The PM is the Schools nominated Accident Investigator, who will lead on all accident investigations. They will attend appropriate refresher training every three years. They are to work within their level of competence and seek appropriate guidance and direction from the HT and / or the appointed Health & Safety Consultant as required.

The PM attends the Accident Investigation Training Session presented by the appointed external Health & Safety Consultant.

Lifting and Work at Height Competent Person

The Lifting and Work at Height Competent Persons are the PM, School Premises Staff and the Technicians, with the SM having overall responsibility for the day to day management and ladder checks. The Lifting and Work at Height Competent Person (SM) acts on behalf of the HT to provide the necessary competence to enable work at height to be managed safely. They attend refresher training every three years and all training records are to be retained.

All higher risk staff / users attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant.

Health & Safety Assistance and Advice

The School has appointed RW Safety Solutions as the competent source of safety guidance as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the School, then advice from RW Safety Solutions must be sought.

Health & Safety Arrangements

The following arrangements for Health & Safety have been developed in accordance with the Management of Health & Safety at Work Regulations 1999. These arrangements set out all the Health & Safety provisions for Noadswood School and are to be used alongside other current School procedures and policies.

In carrying out their normal functions, it is the duty of all Staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident / Incident Reporting and Investigation

Any accident, incident or injury involving Staff, Pupils, Visitors or Contractors is to be immediately reported and recorded in the Accident Report Book held in Reception. Minor accidents to pupils are to be recorded in the Pupil Accident Report Book held in Reception.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the Schools appointed Health & Safety Consultant and reported using the HSE's online RIDDOR (F2508) reporting system.

All significant accidents, incidents and near-misses are to be immediately reported to the PM. All Near Misses are recorded by the PM in a spreadsheet. All reports, however received (via Frog, email or verbally) are recorded into the one spreadsheet which is retained by the PM and reviewed by the HT quarterly. The trained Accident Investigator is to always conduct a documented investigation into more serious incidents and near misses. The purpose of the investigation is to identify the causal factors and root causes and to implement mitigating actions to prevent re-occurrence.

The HT will ensure that the Governing Body, SLT and relevant partnerships are appropriately informed of all incidents of a serious nature. All accident / incident reports will be monitored by the PM for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. Accident and near-miss incidents will be reported termly to the GPC and the Staff Health & Safety Committee.

Premises hirers and community / extended service / third party users must report all incidents related to unsafe premises or equipment to the School Premises Staff, who will appropriately investigate and report each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. Premises hirers should provide a safety plan prior to using the facility

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements regarding Near Misses are set out in the Near Miss Policy.

Accident and Incident Reporting and Near Misses will form part of the Annual Health & Safety Presentation to all Staff.

Asbestos Management

Asbestos management on site is controlled by the Asbestos Competent Person who is the SM. The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.

Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the HT and / or the Asbestos Competent Person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the HT and / or Asbestos Competent Person.

Asbestos Awareness will form part of the Annual Health & Safety Presentation to all Staff.

Bring Up Diary

The PM manages tasks and follow up items with Site Colleagues, via Outlook calendars and Task Manager, including the following:

- Planned Preventative Maintenance for all Plant Equipment
- Statutory Insurance Inspections on Plant Equipment
- Planned Preventative Maintenance Schedule for all School
- Equipment Premises Services Schedule
- Regular in-house Health & Safety Checks
- Premises Policy Reviews
- Vehicle Safety Check and Servicing Schedules
- Cleaning – High Level Equipment
- Site Inspections
- Risk Assessment Review Schedule
- COSHH Assessment Review Schedule
- DSE Workstation Assessment Review Schedule

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Lettings

The PM will ensure that:

- Third parties and other extended service users operate under hire agreements which are set out in the Lettings Folder
- A risk assessment for the activity is completed and kept in the Lettings Folder
- The premises is safe for use and is always inspected prior to, and after each use. This is monitored via a checklist undertaken by Site Staff.
- Means of general access and egress are safe for use by all users and this is checked by regular H&S checks undertaken by Site Staff.
- All provided equipment is safe for use which is ensured by a PPM programme
- Fire escape routes and transit areas are safe and clear of hazards – regular H&S checks ensure that routes are free from obstruction
- Hirers / users are formally made aware of fire safety procedures and equipment which is made available to them via the Terms & Conditions.

Contractors on Site

Wherever possible, Hampshire County Council (HCC) approved Contractors are used for contractual work on the premises.

Where non-HCC approved Contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All Contractors will require adequate risk assessments to be provided to demonstrate their safe working practices for specific work to be undertaken.

For non-HCC approved Contractors, a Contractors Register (updated annually by the PM) is to be completed with the following documentation (where relevant) and retained by the PM and available for inspection.

- Health & Safety
- Policy Insurances
- Risk Assessments

Method Statements
COSHH Assessments
Employee Licences and Qualifications
Company Licences and Qualifications
DBS Certificates
Waste Carrier Licence

All Contractors must report to Reception, where they will be asked to sign the Visitors Register and to review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.

Host Staff are responsible for monitoring work areas and providing appropriate supervision, more so where the Contractors work may directly affect Staff and pupils on the premises.

Where required, Hot Works will be permitted via the issue of a Hot Works Permit, with management during and after the works by the SM or Site Assistant.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders and Subject Teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, HIAS and local council requirements as appropriate. Subject Leaders and the appropriate Subject Teachers will be responsible for risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment (DSE) / Workstation Assessment (WSA)

All Display Screen Equipment (DSE) users must complete biennially the DSE Workstation Assessment E-Learning Module and a DSE Workstation Assessment and any issues will be actioned as necessary by the PM. DSE Assessments shall be reviewed and approved by the PM. DSE Workstation Assessments are to be routinely reviewed at intervals not exceeding two years.

DSE will form part of the annual Health & Safety Presentation to all staff.

Electrical Safety

The HT will ensure through the PM that:

Only authorised and competent persons are permitted to install or repair equipment

Equipment testing / inspection can only be carried out by a competent person /

contractor Equipment is not to be used if found to be defective in any way

Defective equipment is to be reported via the Helpdesk function on the School intranet and immediately taken out of use until repaired or replaced

Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the SLT and it has been PAT tested prior to use

New equipment is covered under the first year warranty and will be picked up in the next annual PAT testing session (February each year), which will be within the first year

All portable electrical equipment will be inspected / tested under the following regime:

Hard wired items	Every third year
IT Equipment	Every second year
All other portable items	Annually

All new school purchased electrical equipment will be PAT tested in line with the Schools PAT testing regime

Electrical Installation (Fixed Wire) testing will be carried out every 10 years by a Hampshire County Council appointed Contractor, as Risk Assessed by Hampshire County Council

Where 13-amp sockets are in use, only one plug per socket is permitted

Plug adapters and coiled extension leads are not to be used on site

Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually

Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead

Where extension leads are in use, only 1 extension lead permitted per classroom.

Where extension leads are in use, only 1 extension lead permitted per single or double socket. Where extension leads are in use, these are not to be overloaded.

It is not permitted to join extension leads together.

The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment

Appropriate cable management will be implemented as part of any project works

The School will implement a rolling programme to replace temporary extension leads with the correct number of electrical sockets installed onto the mains electrical system.

Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the Helpdesk function on the School intranet and attended to as soon as possible.

The School has two trained PAT Testers, one each within the Science and Technology Departments. Training is provided via an e-learning module and refreshed every three years. Training and refresher training is arranged by the PM and copy certificates are held by the PM.

PAT Testing equipment is calibrated annually with certificates being held by the SM.

Electrical Safety will form part of the Annual Health & Safety Presentation to all Staff.

Emergency Procedures

General emergency evacuation procedures for both fire and non-fire related emergencies are to be carried out in accordance with the School Emergency Evacuation Plan. Emergency procedures shall be tested termly and scheduled by the PM.

All Staff will receive a brief and a copy of the School Emergency Evacuation Plan at Induction, and they will be periodically provided with updated information as the School Emergency Evacuation Plan is routinely reviewed and amendments are introduced, or annually as a minimum.

Personal Emergency Evacuation Plans (PEEPs) are to be completed by the PEEPs Manager, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the School Emergency Evacuation Plan. The PM is the Fire Safety Manager who is the Competent Person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The HT will ensure through the Fire Safety Manager that:

All Staff will receive an annual refresher Fire Safety training presentation

All Fire Marshalls are to complete Fire Marshall training at intervals not exceeding three years Fire safety procedures are readily available for all Staff to read

Fire safety information is provided to all Staff at Induction and periodically thereafter Fire safety notices are posted in the key areas of the building close to the fire points Evacuation routes and assembly points are clearly identified

Emergency exits and fire doors are not obstructed in any way

Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire

All Staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked 'flammable'

Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 guidance and the premises Fire Safety Manual

The Fire Risk Assessment is reviewed annually by the Fire Safety Co-Ordinator and amended as new hazards or required amendments are identified

All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc

The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any other smoking materials.

Fire Safety will form part of the Annual Health & Safety Presentation to all Staff.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the First Aid trained Staff on site are listed on the Health & Safety Notice Board and clearly signposted around the School.

First Aid is only to be administered by First Aid trained Staff, with in-date training certification operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and / or testing on site will be inspected by appropriate competent Contractors on behalf of the Term Contractor or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported via the Helpdesk function on the School intranet and immediately taken out of use until repairs can be carried out.

Where appropriate, defective equipment or building fabric issues are to be reported to the Term Contractor for attention under the Hampshire Property Services SLA.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good Health & Safety. The following conditions are to be adhered to at all times:

Plant Rooms shall be kept clear of unnecessary materials and tools and accessible to authorised personnel only

All corridors and passageways are kept free from obstruction

Shelves in storerooms and cupboards are stacked neatly and not overloaded Floors are kept clean and dry, and free from slip and trip hazards

Emergency exits and fire doors are not obstructed in any way

Supplies are stored safely in their correct locations

Rubbish and litter are cleaned and removed at the end of each working

day Poor housekeeping or hygiene conditions are immediately reported

All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc.

Basic Hygiene, Defect Reporting, Housekeeping, Safe Practices, Safe Premises and Slips, Trips and Falls will form part of the Annual Health & Safety Presentation to all Staff.

Grounds Maintenance

An annual Grounds Maintenance Schedule including all termly and seasonal tasks such as general grounds maintenance and pitch marking will be carried out in-house with support from external grounds contractors as required.

Hazardous Substances (COSHH)

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH Assessment has been undertaken by a trained COSHH Assessor, and the product has been approved for safe use on site by the HT. The premises COSHH Assessors acting on behalf of the HT are the PM, SM and Technicians.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, Staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH Assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH Assessment.

All hazardous substances are to be stored in secure and signed stores when not in use. These are to remain locked at all times. Hazardous products are stored within the following departments:

Art	Technology Block, First Floor
Science	Science Block, Ground and First Floors
Technology	Technology Block, Ground Floor
Premises	Grounds Shed, Site Workshop, Site Office, Hall Cupboard, Walkway Cupboard

Dishwashing tablets and washing up liquid are stored locally within kitchen and refreshment point facilities. COSHH Assessments are completed for all products.

Third party contractors storing hazardous products on site are HC3S (Catering) and Haywards (Cleaning).

HC3S Catering products and HC3S COSHH Register are stored within the kitchen facility located in the Main Block.

Haywards Cleaning products are stored in the Cleaners Cupboards, located as follows:

Admin Block	Reception Lobby
Gym	Off Main Gym Hall

Main Block	Hall Lobby
Main Block	Opposite Classroom M11
Main Block	Opposite Classroom M17
Main Block	Opposite English Office
S Block	Entrance lobby (includes Haywards COSHH Register)
Sports Hall	Entrance Lobby

These contractors will adhere to the same management control processes for hazardous products as those of Noadswood School.

Hazardous Substances and COSHH will form part of the Annual Health & Safety Presentation to all Staff.

Hot Drinks

Arrangements for the safe management of Hot Drinks are set out in the Hot Drinks Safety Agreement and will form part of the Annual Health & Safety Presentation to all Staff.

Hot Works

The SM is the Competent Person for the Management of Hot Works. The SM completes a Permit to Work – Hot Works e-learning module, with a refresher completed every three years. The PM arranges the refresher training and retains copies of all certificates.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and Staff awareness, is expected to identify general safety concerns, which should be immediately reported via the Helpdesk function on the School intranet.

Documented monitoring and inspections of individual teaching spaces will be carried out termly by all teaching staff via completion of the Termly Teaching Spaces Checklist, available on the School intranet.

Documented monitoring and inspection of individual departments will be carried out termly by Subject Leaders and / or Subject Teachers as nominated by the Subject Leaders via completion of the Termly Subject Leaders Checklist, available on the School intranet.

Defects identified during the above documented inspections are to be reported via the Helpdesk ticket process for action as appropriate. The PM will review all Termly Teaching Spaces and Subject Leaders Checklists and take the appropriate actions.

Routine documented inspections of the premises will be carried out every month by the SM, accompanied every second month by the PM. Inspection records are to be retained by the SM.

Any identified high level risk or safety management concerns are to be reported to the PM and BM.

Half termly site inspection documents (providing a high level overview) will be carried out by the SM accompanied by either the HT or the BM.

Defects identified during the monthly and half termly SM accompanied inspections are to be reported via the Helpdesk function on the School intranet.

Half termly detailed inspections of the Schools' Safety Management System will be carried out by the BM and / or HT and will be regularly audited by the Schools appointed Health & Safety Consultant.

A documented Inspection Safety Tour and Audit of the Schools Safety Management System will be carried out annually by the Governing Body. Defects identified during the Governing Body Inspection Safety Tour and Audit are to be reported to the PM, who will arrange for the appropriate remedial actions to be taken.

Kitchens (HC3S)

Authorised access and safe working procedures for local management of the main kitchen and other facilities where catering is provided are organised and managed by the Schools appointed Catering Contractor – HC3S. These areas are only to be used by authorised Staff in accordance with the identified safe working procedures.

Any persons not normally authorised but wishing to enter these areas must gain approval prior to entry and must strictly adhere to HC3S' safe working practices.

School Premises staff will be required to enter the HC3S managed kitchen to carry out regular health & safety checks and site inspections.

Kitchens (School)

There are smaller kitchens / refreshment points located within the School premises as follows:

Block	Floor	Area	Facility
Admin	Ground	Staffroom	Kitchen
Admin	Ground	Admin Office	Refreshments point
Admin	Ground	SIMS Office	Refreshments point
Admin	Ground	Exams Officer's Office	Refreshments point
Science Block	First	Science Office	Refreshments point
Maths A Block	Ground	Maths Office	Refreshments point
Main Block	Ground	Attendance & Welfare Office	Refreshments point
Main Block	Ground	English Office	Refreshments point
Main Block	Ground	Learning Resources Centre	Refreshments point
Main Block	First	CCTV/Copy Room	Kitchen
Technology Block	Ground	Classroom T12	Refreshments point
Technology Block	Ground	Classroom T13	Refreshments point
Technology Block	First	Art Office	Refreshments point
Sports Hall	Ground	PE Office	Refreshments point

Gymnasium	First	Gym Office	Refreshments point
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Dishwashing tablets and washing up liquid are stored within the above facilities. COSHH Assessments are completed for all products.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Person, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. These are checked quarterly by the PM, 6 monthly by the BM and annually by the HT.

Legionella Recording equipment is calibrated annually, the certificate is retained in the Legionella File held by the SM.

Lockdown

Arrangements regarding the Lockdown Procedure are set out in the Lockdown Policy.

Lone Working

Arrangements regarding Lone Working are set out in the Lone Working Policy.

Minibuses

The PM is responsible for the operation and maintenance of the School Minibuses. All Minibus drivers must have the D1 category included on their driving licence, entitling a driver to drive a minibus on the public highway, and complete the MIDAS Training prior to being permitted to drive pupils in the School Minibuses. D1 and MIDAS training will be arranged by the PM.

Weekly checks are undertaken and recorded and drivers are expected to make visual checks prior to using a minibus, which are documented on clipboards which are situated in each vehicle along with a Journey Log Sheet which is completed after each journey and any defects noted. The PM checks these weekly.

Moving and Handling

All Staff must attend an annual presentation on Moving and Handling. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or pupils unless they have attended specific Moving and Handling training, and / or have been provided with appropriate mechanical aids in order to work safely.

Higher risk staff / users attend the Moving and Handling Training Session presented by the nominated external Health & Safety Consultant.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The School Premises Staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to their work requirements, at an interval not to exceed three years. LSAs who

work in the Special Educational Needs department are required to attend a moving and handling people training course annually, specific to their work requirements.

All training is recorded by the PM on a Training Matrix, which documents the training completed and refresher periods. Refresher training is booked by the PM and copy certificates for all training are held by the PM. The HT reviews this matrix every 6 months.

Near Miss Reporting

Arrangements regarding Near Miss Reporting are set out in the Schools Near Miss Policy.

Off-Site Activities

Arrangements regarding off-site activities are managed in accordance with the Schools Trip Guidance Procedure, available on the School intranet. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

Physical Intervention

Arrangements regarding physical intervention are set out in the Schools Behaviour Policy.

Provision and Sharing of Information

The HT will ensure through the PM that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are:

- Annual Health & Safety Presentation to all Staff (signed acceptance sheet required)
- New Staff Induction (signed acceptance sheet required)
- Health & Safety Induction and Refresher Training (Certificate required)
- Health & Safety noticeboard
- Staff / Governor section on the School website
- Health & Safety section on the School intranet
- Staffshare / Health & Safety folder

Use of email

- Health & Safety Committee Meeting
- Minutes Health & Safety Bulletins
- Termly Health & Safety Spotlights (online signature required)
- Staff Briefings

Local Health & Safety advice is available from the PM, Health & Safety Representatives / Committee Members, and the Schools appointed Health & Safety Consultant can provide both general and specialist advice.

The Health & Safety Law Poster is displayed on the Health & Safety Noticeboard in the Admin Block Staffroom Printer Room.

Risk Assessment

General Risk Assessment management will be co-ordinated by the PM and Subject Leaders and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment, which will be approved by a sufficiently senior member of staff. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work.

All Risk Assessments and associated control measures are to be approved by the HT or their delegated member of Staff prior to implementation. Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each Risk Assessment's review date as listed for in the premises bring-up diary system.

Risk Assessment will form part of the Annual Health & Safety Presentation to all Staff.

Safeguarding

Arrangements regarding safeguarding are set out in the Safeguarding Policy, Procedure and Guidance.

Security

Arrangements regarding security are based on the Premises Security Risk Assessment which is retained by the PM.

Smoking

Smoking is not permitted on the School premises. This includes vaping equipment, liquid vapes, e-cigarettes and any other smoking materials.

Stress and Wellbeing

Noadswood School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.

Noadswood School strives to support all staff members on maintaining a healthy work / life balance. It is recognised that stress is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on employee wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and Noadswood School offers a variety of mechanisms to support in identifying and controlling stress.

The primary means of identifying and controlling stress is through the use and on-going development of open and effective communication with all members of staff throughout the school. An Open Door Policy is in place where staff are encouraged to discuss any concerns or stress symptoms. Line Management and staff meetings, both departmentally and school wide are held regularly, along with Staff Surveys, where all staff are encouraged to provide feedback, both positive and negative.

To aid in supporting our staff, Noadswood School provides a free 24 hour confidential telephone counselling service. This is provided by Zurich Municipal – 0117 934 2121. Optional BUPA Wellbeing

Insurance is available and Occupation Health support is available via our external provider, Education Personnel Services (EPS).

To support the comfort, safety and wellbeing of all staff at their workstations, DSE Workstation Assessments are carried out by all members of staff at intervals not exceeding 2 years. Any issues identified are reviewed and actioned by the PM, with Line Manager and / or SLT support where appropriate.

New and Expectant Mothers are regularly assessed throughout their pregnancy and for 6 months following the birth to ensure their continued comfort, safety and wellbeing in the workplace.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.

A dedicated Absence Cover Line is provided and should a member of staff be feeling unwell, they are asked to telephone this, along with notifying their Line Manager, at least one hour before they are due to start work. A Sickness Absence Notification Form is provided for the staff member to complete following any period of sickness absence.

If within 12 months, a staff member has three separate instances of sickness absence or 5 or more days sickness absence in a row, a meeting with their Line Manager is arranged to discuss any issues and identify if any additional support is required.

Supporting Pupils With Medical Conditions

The arrangements for the Administration of Medicines and Supporting Pupils with Medical Conditions is set out in the Supporting Pupils with Medical Conditions Policy.

Traffic Management

Arrangements regarding on-site traffic safety are based on the Premises Traffic Risk Assessment.

Training

The HT is responsible through the PM for ensuring that all Staff / Volunteers are provided with adequate information instruction and training regarding their safety at work. A Training Needs Analysis will be carried out from which a comprehensive Health & Safety Training Matrix will be developed and maintained to ensure Health & Safety training is effectively managed for all Staff who require it.

All Staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety policy
- Annual Health & Safety presentation to all Staff
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health & Safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Health & Safety training records are held by the PM who is responsible for co-ordinating all Health & Safety training requirements, maintaining the Health & Safety Training Matrix and managing the planning of Health & Safety refresher training for all Staff as required.

All Health & Safety training is supported by a Certificate of Training or a signed Training Acceptance Sheet.

New Staff Induction Training

All new Staff will attend a Health & Safety Induction Meeting by the PM on their first day of employment, this will include an Induction Presentation providing information and sharing process on : Accident Reporting, Asbestos, COSHH, Emergency Evacuation, Fire Safety, Moving and Handling, Off Site Activities and Trips, Safety Inspections, Risk Assessment and Working at Height.

All new Staff will be directed to review the School's intranet in order to complete all previously published H&S Spotlights, within the first two weeks of employment.

All new Staff will be issued with a photo ID badge on their first day of employment.

Attendance and e-Learning Training

Using the Role Based Training Matrix, relevant attendance and e-Learning Health & Safety training courses will be arranged within the first term of employment for all new staff. The Training Matrix will be updated to reflect training received and relevant refresher periods. Copy certificates will be held by the PM. The Training Matrix will be reviewed by the HT 6 monthly.

Refresher Training

Using the Training Matrix, attendance and e-Learning refresher training will be arranged within the specified refresher periods for staff as required. The Training Matrix will be updated to reflect refresher training received and relevant refresher periods. Copy certificates will be held by the PM.

Annual Foundation / Refresher Health & Safety Training

All staff will attend an annual Health & Safety Foundation / Refresher training session, presented by the Schools appointed external Health & Safety Consultant. This presentation will include:

Accident & Incident Reporting	Moving & Handling
Asbestos Awareness (including Asbestos Register)	Near Misses
Basic Hygiene	Needles & Needlestick Injuries
Defect Reporting	Risk Assessment Requirement
DSE Safety	Safe Practices
Electrical Safety & PAT	Safe Premises
Fire Safety	Sharps & Weapon Safety
Hazardous Substance & COSHH	Slips & Trips
Hot Drinks Safety	Work at Height
Housekeeping	

Attendance Records will be held by the PM.

Driver Training

Appropriate driver training will be organised by the PM for Staff with a business requirement to escort pupils in a School minibus.

D1 training will be arranged for those members of Staff without this category on their driving licence.

Standard MIDAS Induction training will be arranged for new drivers with the D1 entitlement.

Accessible MIDAS Induction Training will be provided for those members of staff who may be required to transport a pupil with disabilities or a pupil who is a wheelchair user.

Refresher MIDAS Standard and Accessible Training will be arranged by the PM every four years, in line with the requirements of the MIDAS Scheme.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards Staff, Volunteers, Visitors or Contractors, whether verbal, written, electronic or physical, will not be tolerated at Noadswood School.

Staff must report all such violent and aggressive incidents immediately to the HT to ensure that there is an awareness of potential issues and / or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to ensure appropriate and proportionate follow up is in place to support those involved where this is appropriate and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

All incidences of Violent Behaviour are recorded in the Pupil Behaviour Log in the School Information Management System (SIMS).

Noadswood School Safety Guidance Procedure NSHS/SGP/18/07 provides further information on Violent Incidents and Violent Incident Reporting.

Sharps and Weapon Safety will form part of the Annual Health & Safety Presentation to all Staff.

Visitors

All Visitors must initially report to the main Reception where they will be provided with the key Health, Safety and Fire Safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be expected to sign in and out upon entrance and exit, and will be issued with a Visitor Badge to wear visibly during their time on site.

Work at Height

Work at height is always to be undertaken in accordance with the School's Work at Height Risk Assessment and Policy. At Noadswood School, general work at height will be undertaken in accordance with the on-site generic Risk Assessment for Work at Height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The PM, School Premises Staff and Technicians are the Competent Persons for Work at Height on the premises who have attended training commensurate with their specific work tasks.

All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant.

Use steps, stepladders and leaning ladders in accordance with their training
Carry out termly inspections of all on-site ladders, stepladders and podium steps
Remove access equipment from use if defective or considered inappropriate for use

The Competent Persons for Work at Height and all other Staff are not permitted to use any other access equipment for Work at Height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms. A documented check of all Work at Height Equipment is carried out termly by the SM to ensure the continued safety and suitability of the equipment. Any

equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

Work at Height on the School premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment

- Access equipment selected for work at height must be as per the risk assessment

 - Any Staff working at height must be appropriately trained to use the access equipment

 - Staff are not to improvise or use alternative access methods of their own choice

- Use of any furniture, including tables and chairs, is forbidden for any work at height

 - Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks

 - The Annual Health & Safety Presentation is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays

 - More detailed training is required for members of staff using Work at Height equipment on a regular basis, such as Technicians and members of the Site Team

 - Staff may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years

- Any safety concerns about a work at height task must be raised prior to work starting

 - Access equipment used on site such as ladders and stepladders must only be those provided by the School and are never to be lent to, or borrowed from, third parties or Contractors

 - Contractors working at height are to be appropriately supervised and must only use their own access equipment

Work at Height will form part of the Annual Health & Safety Presentation to all Staff.

Appendix 1

Key Health & Safety Roles

ROLE	NAME	POSITION	EXTENSION
Responsible Manager	Kathryn Marshall	Headteacher	208
Senior Leadership Team ("SLT")	Kathryn Marshall	Headteacher	208
	Matthew Hewitt	Deputy Headteacher	230
	David Crowley	Assistant Headteacher	309
	Helen Loveday	Assistant Headteacher	230
	Nicci Dossett	Assistant Headteacher	237
	Steven Pike	Assistant Headteacher	209
	Rachel Jackson	Interim Business Manager	207
Designated Safeguarding Leads	Helen Loveday	Assistant Headteacher	230
	Tracey Gates	Inclusion Co-Ordinator	251
Deputy Designated Safeguarding Leads	Dianne Ward	House Leader Guidance	213
	Jane French	House Leader Guidance	252
	Louise Fitzgerald	House Leader Guidance	242
	Kathryn Marshall	Headteacher	208
Medicines Manager	Jenny Clapham	Welfare Assistant	305
Lead First Aider	Jenny Clapham	Welfare Assistant	305
SENCo	Liz Hyland	SENCo	255
PEEPs Manager	Kate Penny	LSA	310
Educational Visits Co-Ordinator "EVC"	Pauline Gilbert	Exams Officer & EVC	239
Fire Safety Manager	Carys McKinney	Premises Manager	248
Accident Investigator	Carys McKinney	Premises Manager	248
Health & Safety Representatives	Carys McKinney	Premises Manager	248
	Christine Arturi	Site Manager	218
	Elaine Huttly	Technician	215 / 304
	Karen Powell	Technician	317 / 219
	Kate Penny	LSA	310
	Luke Wells	ICT System Manager	211
	Rachel Jackson	Interim Business Manager	207

	Sue Goulding	Technician	216
Qualified Risk Assessors	Andrea O'Connor	Technician	225
	Carys McKinney	Premises Manager	248
	Christine Arturi	Site Manager	218
	Elaine Huttly	Technician	215 / 304
	Glenn Willoughby	Technician	225 / 211
	Ian Timms	Assistant Site Manager / Handyman	218
	Julie Farrant	Technician	215 / 304
	Karen Powell	Technician	317 / 219
	Kate Penny	LSA	310
	Kathryn Marshall	Headteacher	208
	Luke Wells	ICT Manager	211
	Nicki Mills	Site Assistant	218
	Pauline Gilbert	Exams Officer & EVC	239
	Sue Goulding	Technician	216
Qualified COSHH Assessors	Andrea O'Connor	Technician	225
	Carys McKinney	Premises Manager	248
	Christine Arturi	Site Manager	218
	Elaine Huttly	Technician	304
	Glenn Willoughby	Technician	225
	Julie Farrant	Technician	215 / 304
	Karen Powell	Technician	317 / 219
	Nicki Mills	Site Assistant	218
	Pauline Gilbert	Exams Officer & EVC	239
Duke of Edinburgh Lead	Euan Witcombe	Maths Teacher	301 / 204
	Florence Trodd	Maths Teacher	301 / 214
Union Rep	Andrew Copland	Geography Teacher	313