

HEALTH and SAFETY POLICY**Reviewed:** September 2021**Status:** Statutory

The Governors and staff of Harlington School will strive to achieve and maintain the highest standards to health, safety and welfare for staff, students and third parties; and for these to be consistent with our duties under Education Acts and County policies.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

Schools are required to have a Health and Safety Policy in place. It is recommended that the School's Health and Safety Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

For Harlington School, the employer is the Governing body.

This policy should be read alongside the following policies:

- Safeguarding Children Policy
- First Aid Administration of Medicines Policy
- Lone Working Policy

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Part 1:

Part 1: Statement of General Policy on Health, Safety and Welfare

The Governing Body as the employer has the overall responsibility for Health and Safety. The Health and Safety at work act 1974 and the Management of Health and Safety at work Regulations 1999 makes it clear that employees also have duties including taking reasonable care of their own and others Health and Safety. Health and Safety is therefore a shared responsibility.

1 Introduction and Statement of Intent

- 1.1 The School recognises and accepts that every one of its employees, students and visitors to the School is entitled to a safe and healthy environment.
- 1.2 It is the intention of the Governing Body of the School that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the School community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.5 The objective of the Health and Safety Policy is to minimize risks to Health and Safety of the students, staff and others affected by the School's activities by identifying and then controlling hazards. In summary the School will;
 - Provide and maintain a safe and healthy environment throughout the School
 - Provide adequate control of the Health and Safety risks arising from our work activities
 - Consult with our employees on matters affecting their health and safety
 - Provide and maintain safe plant and equipment and ensure safe handling and use of substances
 - Provide information, instruction and supervision for employees
 - Ensure all employees are competent to perform their tasks and provided with adequate training
 - Maintain safe and healthy working conditions
 - Review and revise this policy on an annual basis, if appropriate, depending on legislation changes

PART 2:**Organisation and Responsibilities for Health, Safety and Welfare**

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Harlington School.

2 Responsibilities**2.1 Responsibilities of the Governing Body**

The overall and final responsibility for Health and Safety is that of the Governing Body.

The School will have a Health and Safety Committee that will monitor Health and Safety issues within the School. The Committee will report to the Finance and Premises Committee.

The Headteacher is responsible for putting this policy into practice to ensure that all students, staff and visitors in the School are in a safe environment. (The Headteacher can delegate this responsibility to other senior members). The Headteacher with the assistance of the Governing Body will:

- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the School, and, that it is implemented
- Regularly appraise the effectiveness of the policy and ensure that any necessary changes are made
- Ensure adequate staff, funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation
- Ensure responsibilities are properly assigned and accepted at all levels
- Take an interest in the Health and Safety programme and support all persons carrying it out
- Ensure all areas of the School are inspected, from a Health and Safety point of view, once per term and all details recorded to provide an appropriate assessment
- Review all Health and Safety reports and take corrective action where appropriate
- Ensure all staff have adequate training for the tasks they are required to perform
- Ensure all Staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them
- Identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience.
- Provide a safe place for all users of the site to work, including safe means of entry and exit
- Ensure plant, equipment and systems of work that are safe

- Ensure safe arrangements for the handling, storage and transportation of articles and substances
- Ensure, safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- Provide supervision, training and instruction so that all staff and students can perform their School-related activities in a healthy and safe manner; and
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.
- Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2.2 Responsibilities of the Headteacher

The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented including;

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment.
- An adequate analysis of Health and Safety training is undertaken for schools' staff, and sufficient resources are put in place to ensure appropriate training is carried out.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

2.3 Responsibilities of the Health & Safety Manager- HSM (Director of Finance and Operations)

- Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time and acquaint staff with them
- Ensure safe methods and procedures are adhered to for all operations under their control
- Ensure personnel working under their remit have adequate training, have read and understood the Health and Safety Policy and have received induction where necessary

- Undertake inspections of the site at least once per half term and report back to the Health and Safety Committee of the Governing Body by means of a signed audit report.
- Chair the Health and Safety Committee who meet on a termly basis
- The HSM will be responsible for the day-to-day implementation of the Health and Safety Policy.

2.4 Responsibilities of the premises team [Site & Facilities Managers] have specific duties, reproduced here;

- a. To maintain an understanding of Health and Safety Policy arrangements and the premises manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- b. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- c. Ensuring adequate security arrangements are maintained;
- d. Ensuring the general cleanliness of the premises [currently outsourced] and that adequate welfare facilities are provided;
- e. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- f. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- g. Inspect all new plant, buildings and equipment, both mechanical and electrical for potential hazards;
- h. Arranging for the regular testing and maintenance of electrical equipment;
- i. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- j. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- k. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- l. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording;
- m. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- n. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;

- o. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- p. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
- q. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors;
- r. Building Maintenance – Ensure the contracts are in place for all maintenance works including the scheduling and contractor supervision;
- s. Building Risk Assessments and Safety – ensure periodical completion of the assessments and report concerns and issues;
- t. PAT testing (excluding ICT equipment) – Check annual maintenance is completed;
- u. Water Testing – ensure periodical checks are completed;
- v. All plant and equipment, both mechanical and electrical is regularly maintained or tested and adequate records are kept;
- w. Ensure all staircases, floors, exits and entrances, toilets, etc. are maintained in a safe and clean condition by regular cleaning, maintenance and repair;
- x. Ensure, in conjunction with the Headteacher and HSM, that any hazardous or dangerous conditions or situations reported are remedied as soon as practicable;
- y. Ensure all risk assessment is seen prior to commencement of works and all contractors conform to the procedures relating to:
 - o Contract Procedure Rules - Aug 2006
 - o Control of Contractors - May 2007
 - o Management of Contracts - Jun 2006
 - o Permit to Work Procedures – Sep 2006
 - o Construction Work – Apr 2007
 - o General Safety Rules for Contractors – Sep 2006
- z. Fire (including testing of alarm) – ensure weekly testing and deal with the requirements of the law regarding fire precautions and prevention and the arrangements by which they are bought about.
- aa. Caretaking and Cleaning – Ensure the routine works and maintenance are carried out with the correct materials.
- bb. Access Equipment including hydraulic lifts – Ensure the usage and operation of equipment is used by qualified individuals.
- cc. Security – management of the day to day operations

2.5 Responsibilities of the Associate, Deputy and Assistant Headteachers

- Fully familiarise themselves with the Health and Safety Policy and the statutory instruments and regulations, as issued from time to time
- Ensure the responsibilities are properly assigned and accepted at all times
- Assist the Headteacher to ensure all areas of the School are inspected, from a health and safety point of view, once per term, with a written report/record of the assessment
- Assist the Headteacher to ensure all staff have read and understood the Health and Safety Policy, either in its entirety or sections relevant to them.

2.6 Responsibilities of the Line Managers /Heads of Faculties

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- The H&S training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New, transferred and temporary staff receive appropriate H&S induction training.
- First aid provision within their area is adequate.
- Students are given relevant H&S information and instruction.

2.7 Responsibilities of the IT Network Manager

The IT Network Manager will be responsible for;

- Visual Display Equipment and compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002 including risk assessments
- PAT testing of ICT equipment, as organised by the Facilities Manager (as listed in asset register)
- Contractors on site who are installing IT equipment – ensure all risk assessment is seen prior to commencement of works and all contractors conform to the procedures relating to:
 - Contract Procedure Rules - Aug 2006
 - Control of Contractors - May 2007
 - Management of Contracts - Jun 2006
 - Permit to Work Procedures – Sep 2006
 - Construction Work – Apr 2007
 - General Safety Rules for Contractors – Sep 2006

2.8 Responsibility of Senior Science Technician

The Senior Science Technician will oversee the safety of practical lessons in the Science Faculty including:

- Risk assessment of practical lessons and experiments
- Safety (storage and use) of Chemicals and Radioactive materials
- Adhere to good practice recommended by CLEAPPS including other compliance.
- To liaise with the Radiation Protection Division of the Health Protection Agency to review arrangements for radiological protection at the School.

2.9 Responsibility of Welfare Officer

The Welfare Officer will be responsible for:

- First Aid provision to students and staff.
- Assist in First Aid Risk Assessment.
- Ensure that adequate and fully stocked first aid boxes are in School at all times.
- Reporting of Infectious Diseases and Dangerous Occurrences (RIDDOR) including providing monthly summaries of incidents and statistics to Leadership Team.
- Ensuring that lists of qualified first aiders are maintained and updated and displayed.
- Ensuring that notices alerting building users and visitors to where first aid boxes are located and first aid help can be obtained is displayed.
- Working with the School nurse supervising the immunising of all students as and when.

2.10 Responsibility of Technicians to Design Technology, Food Technology and Art

The Technicians to Design Technology, Food Technology and Art will oversee the safety of practical lessons, with the relevant Head of Faculty in these departments including:

- Risk assessment of workshops and practical lessons in Technology, Food Technology and art
- Ensuring that workshops, working areas and equipment are safe to use and that equipment is regularly maintained
- Ensuring in conjunction with teaching staff that students are trained to use equipment and materials and supervised during their use
- Safety (storage and use) of Chemicals and Materials

2.11 Responsibilities of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- Ensure that staff, students, visitors and contractors under their supervision or invitation to the school, are applying Health and Safety regulations, rules, routines and procedures effectively;
- Where relevant, see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities that they observe to the Site Manager; and
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

2.12 Responsibility of Teaching Staff

- Familiarise themselves with the Health and Safety Policy and the Statutory Regulations, as issued from time to time
- Ensure all safe methods and procedures, where appropriate, are followed at all times

- Ensure that all classroom and work areas are safe before any person uses them
- Ensure all equipment is safe before any person uses it
- Ensure that protective equipment, where appropriate, is used at all times
- Ensure that any hazardous or dangerous conditions or situations are reported to the Site Manager, DFO or Headteacher
- At all times, endeavour to ensure the health and safety and welfare for all persons within their control
- Familiarise themselves with first aid and fire procedures
- Ensure the teaching and learning outdoor areas and play equipment used for teaching or play purposes meet health and safety requirements
- Teachers are responsible for the Health and Safety of students during lessons.

2.13 All students on School property will:

- Exercise personal responsibility for the safety of themselves and their fellow students.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe the safety rules of the School.
- Observe the instructions of teaching staff in the event of an emergency.
- Refrain from misusing, neglecting or interfering with equipment provided for safety purposes, e.g. fire extinguishers, in accordance with notices displayed around the building, the School's Handbook and Behaviour Policy.
- follow all instructions issued by any member of staff in the case of an emergency; ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc. inform any member of staff of any situation which may affect their safety.

2.14 Health and Safety Committee

The Governors appoint a Health & Safety link governor who will liaise with the school, Headteacher and Health and Safety co-ordinators, and report back to the Governing Body.

2.15 Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governing Body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable)
- on general matters affecting the health, safety and welfare of employees;

- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions. These functions must be done by liaising with Headteacher and/or HSM.

2.16 All other Persons on School Property will:

- Observe the Health and Safety Rules and the instruction given by the persons enforcing the Health and Safety Policy.
- Not work on the premises until the relevant rules are read, understood and accepted.
- Not work on the premises until covered by insurance against risk.

ALL COMPANIES AND PRIVATE INDIVIDUALS WHO RENT SCHOOL PREMISES MUST HAVE AND WILL BE RESPONSIBLE FOR, THEIR OWN HEALTH AND SAFETY POLICY THE PEOPLE USING THE SCHOOL PREMISES UNDER THEIR LETTING ARRANGEMENTS, AND PUBLIC LIABILITY INSURANCE

Part 3: Arrangements and Procedures for Health, Safety and Welfare

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

3.1 Access Control/Security

Entrance to the school building is protected by door entry systems to the front of the school, to protect students, staff and the contents of the site.

All visitors will be directed to the main entrance door, which remains staffed during school opening times.

Details of visitors to site will be recorded in the visitor book, and ID/DBS details checked where appropriate, or the visitor accompanied at all times.

3.2 Accident Reporting, Recording & Investigation

The School utilised an Accident/Incident reporting system for reporting. All designated first aiders are informed of the system process, and are, in the first instance, responsible for recording the event. All records will be reviewed and progressed in accordance with statutory reporting procedures, by the H&S Coordinators accordingly.

3.3 Asbestos

The Facilities and Site Managers are responsible for the Premise Asbestos Management Plan (PAMP), location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking plan, how staff should report damage to asbestos materials and emergency procedures.

In line with the requirements of the Control of Asbestos Regulations 2006, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so, steps need to be taken either to remove or control the Asbestos.

Survey

A Type 2 survey has been carried out for the premises and various amounts of Asbestos have been identified or removed.

A Type 3 survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management

In order to manage the situation in an appropriate way they must and carry out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises

- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location
 - Maintain asbestos containing materials in a good state of repair
 - Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material
 - Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the Control of Asbestos Regulations 2006
 - Review the plan at regular intervals.

3.4 Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet its obligations the School exercises control over contractors in the following way:

- Identification of suitable bidders; the following items will be considered:
 - Adequacy of Health and Safety Policy
 - Control Structure
 - Safe Systems of Work in Operation
 - Training Standards
- Identification of Hazards in the specification; The Contractor will be required to demonstrate that these hazards have been adequately considered. Apart from normal site hazards the following will also be considered:
 - Special Hazards applicable - e.g. Asbestos
 - Safe Access to/egress from the site
 - Confined Space Entry
 - Chemical Storage
 - Occupational Health Risks including Noise
- Appointment of Contractor; based upon the best bid, considering all factors
- Acceptance by contractor of school safety rules for the site. A full list of Site Rules can be made available to contractors.
- Control of contractor on site
 - Nomination of person to co-ordinate all Health and Safety aspects
 - Pre-commencement meeting to establish Contractor Liaison Person
 - Arrangement of regular progress meetings
 - Regular inspection of Contractor's operations
 - Participation in site Safety Committee - where applicable
 - Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
 - Notification by Contractor of all accidents etc.
 - All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable
- DBS checks will be required for contractors working on site during school term time. Contractors without appropriate checks in place will need to be accompanied at all times whilst on site.

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007 where the contract requires this to be used. All contractors are managed and overseen by the ES & ET.

3.5 Curriculum Safety

Heads of Faculties and Teaching Staff are required to ensure that written Risk Assessments are in place for all hazardous activities.

Heads of Faculties will ensure that staff (in their departments) are appropriately trained for the activities with which they are involved. In addition, Heads of Faculties will ensure that staff are familiar with any appropriate Health and Safety publications relevant to their activities (e.g. APE publication concerning Safe Practice in Physical Education, CLEAPSS publications concerning Science and Technology etc.).

3.6 Grounds - Safety/Security

Arrangements for safe access/egress, is there a maintenance regime for the grounds, is it subject to regular checks Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, where required how risk assessment is carried out, special training requirements, all checked on a rota basis and recorded.

3.7 Drugs & Medications

See also First Aid Administration of Medicines Policy

Medication, prescription or otherwise, will only be provided/managed in school in accordance with the "SCC Administration of Medication guidance" that is provided to all persons involved in the administration process. The following non-negotiable apply.

- Where students need access to drugs and medication during the school day, the school aims to encourage students to manage this whilst maintaining access to the curriculum.
- For drugs/medication to be held in school, a letter from parents will be required, and the medication must be provided in the container provided by the pharmacist, clearly stating the students name, drug/medication details, dosage, when it can be taken i.e. regular dose or under specific symptoms.
- Drugs/medication will be held securely in the medical room, identified by student.
- Students will access their medication supervised by a First Aider, who will record the time and dose.
- Where medication is required in an emergency situation only, a full care plan signed by the doctor/nurse and parent is required.
- All staff who volunteer to administer medication in this situation will receive specific training/instruction from the school nurse.

3.8 Electrical Equipment

In order to comply with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974, the School carries out the following electrical checks:

- Checks on Portable Electrical Equipment in accordance with HSE guidance schedules. Bi-annual timescale set by school.
- Five yearly checks on fixed wiring.

3.9 Fire Precautions & Procedures (and other emergencies)

The School has a Fire Risk Assessment in place which covers the following:

- Details of checks to Fire Extinguishers, Fire Alarm and Emergency Lighting systems.
- Details of Assembly Points and Evacuation Drills
- Training for Staff
- The requirement for any Personal Emergency Evacuation Plans.

In line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, Fire Risk Assessment has been carried out for the premises. The Fire Risk Assessment is reviewed annually.

3.10 First Aid

There are full First Aiders in the School and many members of Staff have Emergency First Aid Training.

First Aid risk assessments are regularly reviewed by H&S Coordinators to ensure that sufficient trained persons will always be available to deal with a foreseeable emergency.

The School has details of Medical Conditions of students and Care Plans are drawn up where appropriate. The Care Plans give details of what to do in the event of an issue with the medical condition and gives permission, from a parent, of what can be given by way of medication required.

For general situations, parents are required to give permission for the administration of mild analgesics.

Should the need arise, a student will be taken to hospital and in this event, the student will always be accompanied by a member of staff or adult.

3.11 Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows: Line managers, typically Heads of department, are responsible for ensuring that the following procedures are adhered to wherever they are using or supervising the use of hazardous substances. This aspect will be monitored as appropriate by the relevant H&S Coordinator.

- Listing of Substances being used to establish whether they come under COSHH Regulations.

- Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.
 - Carry out Instruction and Training to ensure the following are understood; Use of the substances, their handling, Storage and Disposal, Emergency Procedures, Methods of Control, use of Personal Protective Equipment.

- Record all information on relevant assessment form.

In addition to the above, information will be used from CLEAPSS for the Science Department with Hazards etc., used as appropriate. Control of Radioactive Sources is affected by an internal Radiation Protection Advisor and an external Radiation Protection Supervisor.

3.12 Lettings/shared use of premises

Each lettings contract will include Health & Safety information, to cover information on fire alarm procedures and evacuation, No Smoking and No Alcohol policy, PAT testing requirement for electrical equipment. Provision of adequate first aid cover for the activity is made by the letting group and not by the school. All lettings will also require their own public insurance liability insurance which is provided at the time of exchanging contracts.

A member of school staff will remain on site for the duration of all lettings.

3.13 Lone Working

For the majority of staff Lone Working will not apply, since the building will always be covered by one member of the site team. That site team member is identified as Lone Working. In order to protect themselves in this situation, the Lone Working member of staff will

- ensure that all available door controls are in place to keep the working area secure from intruders
- carry the site mobile phone for emergency use
- plan activities whilst Lone Working such that higher risk tasks, such as working at height, are not undertaken whilst Lone Working.

The Lone Worker is encouraged where possible to increase their personal safety by ensuring that someone outside of work has the means to check their wellbeing, e.g. by raising the alarm if contact is not made at a set time.

The intruder alarm monitoring base will contact the school emergency contacts list, in the event that the alarm has not been set within the normal parameters. e.g. 10.30pm Monday to Friday, 6.30pm Saturday or Sunday, to summon assistance to check the building.

Where an individual member of staff is identified as having a medical condition which could make them unsuitable for Lone Working, medical advice or support from Occupational Health will be sought. Prior approval is required for all lone working from the Headteacher and/or HSM.

3.14 Long Term Evacuation Plan

The School has prepared an In-School Emergency Plan which covers evacuation in event of emergency.

The in-School Emergency Plan covers the following:

- Who to contact in event of emergency
- How to deal with students leaving the site
- Emergency contact numbers of all organisations required to assist in getting the School back into full operation.

3.15 Maintenance / Inspection of Equipment

A schedule of relevant equipment, inspection & maintenance requirements, and records of completion etc., are maintained by the Facilities Manager. Request for further information and any concerns etc., should in the first instance be directed to the Facilities Manager or alternatively the DFO.

3.16 Risk Assessments

Risk Assessments will be carried out on hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998. This is the primary responsibility of the line manager, and this aspect will be monitored as is appropriate by the relevant H&S Coordinator within the department.

The Assessment will establish the following:

- a. The Hazards associated with a particular activity.
- b. The Potential Frequency and Severity of an accident.
- c. The Control Measures being employed to minimise the risk of an accident occurring.
- d. Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the appropriate member of staff. Risk Assessments will be reviewed when there is a change of activity or at least annually.

3.17 School Trips Off-Site Activities

Please see the School Visits Policy.

3.18 School Transport

Only authorised members of staff are permitted to drive the school minibus.

In order to become an authorised driver each staff member must:

1. Complete an application to drive School Minibus form
2. Be over 21 and have held a full driving licence for more than 12 months
3. Provide their Driving Licence for inspection on application and then every 12 months or as requested.
4. The minibus competency test must be passed.
5. Application form must be approved by the Director of Finance and Operations.

It is the responsibility of all approved drivers to immediately inform the school of any changes in their ability to drive the minibus, be that medical issue or motoring conviction.

The school site staff will ensure regular checks are undertaken to maintain the roadworthiness of the vehicles.

Before issuing keys for either vehicle, the current list of approved drivers will be checked by the ES including section 19 permits and Driving Licenses.

3.19 Signing in/out of the building

All staff and visitors must register in and out of the building at all times to ensure the school meets its obligation with safety and care while on the school's premises.

All visitors must report to reception and sign in and out and be received by the member of staff they are visiting.

3.20 Smoking

The school operates a no-smoking policy throughout its premises. This includes buildings and all areas of the school grounds and car park. Staff who wish to smoke, are required to leave the school site during their break time.

3.21 Staff Consultation

The School is aware of its obligations under The Health and Safety (Consultation with Employees Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their Health and Safety at work – changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may also consult also by way of Staff Meetings.

3.22 Staff Health & Safety Training and Development

Induction Training is carried out for new staff covering Fire and all aspects of Health and Safety in the School.

Induction Training is carried out by the appropriate Line Manager for Heads of Faculties and relevant members of the SLT.

Ongoing training is carried out as identified by Heads of Faculties or Line Managers to ensure that staff are appropriately trained for the activities that they are to undertake. Individuals can identify Health and Safety training needs via the Performance Management process.

3.23 Staff Well-being

The school purchases an Employee Assistance Programme through Occupational Health. A Freephone line is available for all staff to use for support and advice for medical and counselling services. All staff are asked to see the HR Advisor of any concerns or changes in wellbeing. The programme details are available from the DFO or AHT Lead for HR.

3.24 Supervision

See also Safeguarding Children Policy

All staff are required to have an up to date DBS (Disclosure and Barring Service) clearance before being permitted to supervise students.

Generally, the School considers ratios carefully to ensure that the degree of supervision is proportionate and appropriate for the activity being undertaken.

3.25 Use of VDU's / Display Screens

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' introduce Self-Assessment for the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established in b).
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity.
- Provide eye and eyesight tests for the 'user' or any person about to become a user.
- Provide appropriate eye and eyesight corrective appliances if this is specifically required for the display screen and has been confirmed as such, in writing, by the operative's optician.
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

3.26 Vehicles on Site

A speed limit of 5mph applies to the whole school site. All vehicles must be parked in the designated areas to avoid obstructing entrances and traffic flow.

Staff are issued with a parking permit to display in their front window. All visitors to the site will identify their vehicle by providing their registration number when signing in at reception.

3.27 Violence to Staff / School Security

Any violence, or threatened violence to staff must be reported immediately to the Headteacher who will take appropriate action, which may include involving the police.

The school will treat the safety of students and staff very seriously. To protect staff and students, all front doors have security mechanisms so that the site cannot be accessed without going to our Visitors Entrance where the receptionist can release the locks. These doors automatically open in the event of fire and are tested regularly. A cashless catering system is in operation so that money does not need to be brought to school on a daily basis. Trips and other school events can also be paid for using the cashless system, further preventing the need for students to carry cash.

3.28 Working at Height

The School is aware of the requirement to control working at height in order to comply with the requirements of The Work at Height Regulations 2005. It is the primary responsibility of Line Managers to ensure that adequate risk assessments are undertaken, and that the following further requirements are adhered to. This aspect will be monitored by the relevant H&S Coordinator.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be considered:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained and a Register will be kept.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if it is reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.

- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

3.29 Work Experience

The work experience co-ordinator, acting on behalf of the governing body, must satisfy themselves that employers have risk assessments in place to cover a young person in the workplace and are also covered by Employers Liability Insurance and Public Liability Insurance. Harlington School asks all students must complete a work experience employers form which provides information on;

- the contact details of the organisation,
- what activities the student will be undertaking and
- employer's liability insurance information.

If a placement is classified high risk, it is unlikely that school would permit a student to attend and parents are informed that school would be required to carry out additional checks using an external assessor and this would incur a charge to parents.

Parents/carers are also required to complete a consent form agreeing that their child can attend work experience and this will include;

- a disclosure of any health/medical conditions,
- learning needs or other considerations which the employer should be made aware of which could impact on the health, safety and welfare of the student whilst they are on work experience.

Students will **only** be marked as on authorised work experience in the school register if the paperwork has been vetted and checked by the work experience co-ordinator. Any students attending unauthorised work experience will be marked as absent and be subject to the normal school procedures for absences.

3.30 Vehicles on Site

All staff and visitors can park on site and access the areas by either using a fob or by asking for access via a video entry phone system. No 6ht formers are permitted to park on site due to insurance.

Vehicles are parked in the school car park at the owner's risk.