



Highfield Priory  
Independent Day School  
and Nursery

## Health and Safety Policy

This document is a working document to advise staff about the health and safety provision within the school. The manual and policy document will be reviewed by the Health and Safety committee each year or more frequently if legislation or further guidance is given. The manual and policy document will be reviewed each term by the Health and Safety Committee and any pertinent changes will be made. A copy will be kept in the staffroom and the office and a link can be found to it on the policy documents spreadsheet. Staff are directed to read the Policy Statement (attached) and to sign a receipt to indicate that they have read and understood the Health and Safety Policy.

### General Statement of Health and Safety Policy

As governors of Highfield Priory School “the school”, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Highfield Priory School by appointing a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Governor's meeting.
- These reports (as per point above) are considered by the Governors and their recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the SBM (SBM) will carry out routine hygiene and safety audit of food storage, meal preparation and food serving areas three times a year. The Chef Manager co-ordinates regular deep cleaning and arranges for visits from third party pest control services. The SBM reports on all these aspects to the Finance and General Purposes Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year, and updated every [three] years; more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.
- The school has a competent person undertake a risk assessment for legionella, every [two] years and a quarterly water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, will be provided in addition to the 'standard' induction training. First aid training and

minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the SBM and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the SBM.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in this document.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)

### Designated Persons of Responsibility – Highfield Priory School

|  | <b>Staff name/designation</b>               |
|--|---|
| Competent persons appointed to advise on Health & Safety | Headteacher / Assistant Headteacher         |
| SBM  | SBM   |
| Fire   | SBM   |
| First Aid  | Headteacher                                 |
| Medication   | Headteacher                                 |
| Care & Welfare   | Headteacher                                 |
| Catering   | SBM   |
| Swimming   | PE and Games Co-ordinator                   |
| Visits / activity holidays                               | Headteacher/Educational Visits Co-ordinator |
| P.E.   | PE and Games Co-ordinator                   |
| Science  | Science Co-ordinator                        |
| Design & Technology                                      | Art and DT Co-ordinator                     |
| EYFS   | Early Years Leader                          |
| Educational Support Staff                                | SBM   |
| I C T  | CSIT Co-ordinator                           |

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This policy should be read in conjunction with:

Behaviour Management Policy  
Confidentiality Policy  
Curriculum Policy  
Emergency Plan  
EYFS Procedures  
E-Safety Policy  
First Aid Policy  
Health and Safety Policy  
Fire Risk Assessment  
Fire Safety Procedures and Risk Assessment Policy  
Out of School Visits Procedure  
PSHE Policy  
Risk Assessment Policy  
School Accessibility Plan  
Safeguarding and Child Protection Policy  
Security and Supervision Policy  
Whole School Food

## **PART I**

### **1. Introduction**

This is a Statement of Organisation and Arrangements (Code of Practice) for Highfield Priory School. This is for the benefit of teaching and non-teaching staff and pupils.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises.

This statement deals with those aspects over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services; it describes how the Head is discharging his responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school.

## **2. Responsibilities and duties in matters concerned with safety**

The Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher, who shall:

- a) be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) co-ordinate the implementation of the approved safety procedures in the school.
- c) maintain contact with outside agencies able to offer expert advice.
- d) report all known hazards immediately to the Governors and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe, until satisfied as to their safety.
- e) make recommendations to the Governors for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially dangerous.
- f) make or arrange for an investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.
- g) review from time to time:
  - i. the provision of first aid in the school, and the emergency regulations, including the regular fire drill.
  - ii. and make recommendations for improving the procedures laid down.
- h) regularly review the dissemination of safety information concerning the school. recommend necessary changes and improvements in welfare facilities.
- i) inform the Governors from time to time of the safety procedures of the school

### **2.1. Obligations of all Employees**

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of any other person who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the laws, be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.

- i. to observe standards of dress consistent with safety and hygiene.
- ii. to exercise good standards of housekeeping and cleanliness.
- iii. to know and apply the emergency procedures in respect of fire and first aid.
- iv. to use and not wilfully misuse, neglect or interfere with things provided for his (her) own safety and / the safety of others.
- v. to co-operate with other employees in promoting and improving safety measures in the school.
- vi. to co-operate with the appointed safety representatives (The Headteacher and the School Secretary).

### **2.2. Teaching and Non-teaching Staff with special responsibility relating to safety**

These staff:

- (a) have a general responsibility for the application of the School's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department or area of work. Advice or instructions given by the Governors and the Headteacher, including the relevant parts of this statement shall be observed.

- (b) shall, where necessary, maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- (c) shall resolve any health and safety problem any member of the staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher.
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- f) shall, where appropriate, seek advice and guidance.
- (g) shall suggest to the Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **2.3. Special Obligations of Class Teachers**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility, he (she) should discuss the matter with the Headteacher before allowing practical work to take place. Class teachers are expected: -

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alerts and first aid, and to carry them out.
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) to give clear instructions and warning as often as necessary.
- (d) to follow safe working procedures personally.
- (e) to call for protective clothing, guards, special safe working procedures, etc. where necessary.
- (f) to make recommendations to their Subject Co-ordinator or Line Manager e.g. on safety equipment and on additions or improvements to plant, tools, equipment which are dangerous or potentially so.

### **2.4. The Pupil**

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates.
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **3. Visitors**

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

## **PART II Safety Arrangements**

## **Induction and Training**

Reference to the induction of new employees on Health and Safety issues is given in the policy document.

The school will provide staff with appropriate training as and when the need arises. This training will include:

- First Aid at the Workplace
- Use of Minibus
- Manual Handling
- Lone Working
- Use of Ladders
- Operating fire equipment
- Fire evacuation procedures

This list is not exhaustive and the school will make training available in areas subsequently recognised as being a requirement.

## **Accessibility**

See School Accessibility Plan

## **Accident Reporting and Investigation (including under RIDDOR)**

This guidance is to enable the school to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and that appropriate records are kept of accidents involving School activities.

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when

- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. The exception will be those that are self employed, where the controller of the premises should report.

Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

Objectives

To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.

To ensure that accidents can be appropriately investigated.

To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

Schools may choose to report near misses internally as well as accidents.

#### Guidance

The School Business Manager and / or School Nurse will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))

If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

The Head's PA is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident book for any occurrence requiring first aid.

Completed accident forms are forwarded to the School Business Manager, the Pastoral Deputy Head and the pupil's House Master / Mistress. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records should be kept in a locked filing cabinet in the School Archive to ensure compliance with the Data Protection Act.

Accident reports will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the School Business Manager and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

For serious incidents the School Business Manager should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA.

The School Business Manager will contact the school insurer where any incident is felt likely to result in a claim.

Responsible adult escort pupil to hospital and for ensuring that appropriate Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

#### **Administering Medicines**

See Health and Safety Policy

#### **Anti-bullying**

See Behaviour Management Policy

#### **Asbestos**

The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").

It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any of the School buildings, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The SBM will arrange for this to take place.

An asbestos register will be maintained for each property where the School is the duty holder showing the location, type and condition of the asbestos. The SBM will be responsible for the upkeep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed. An asbestos management plan will be formulated [by an external competent person], in conjunction with the SBM to either: -

- encapsulate any asbestos present and monitor its condition: or
- have the asbestos removed by a licensed contractor.
- the plan will specify:
  - (i) who is responsible for managing the asbestos
  - (ii) responsibility for the asbestos register
  - (iii) the schedule for monitoring the condition of the materials
  - (iv) the associated channels of communication
  - (v) the SBM will have responsibility for the management of the plan

Where any work is likely to involve contact with asbestos containing materials, the SBM will appoint an HSE licensed contractor to undertake the works.

Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.

Where an employee / contractor / pupil believe they have discovered asbestos they should contact the SBM immediately so that appropriate action can be taken.

### **Child Protection and Staff Behaviour**

See Safeguarding and Child Protection Policy

### **Competent Advice**

1 The SBM is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

2 External consultants may be used as follows:

- surveyors to give advice on the fabric of the school
- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
- food hygiene professional to monitor, audit and take samples of catering facilities and activities
- qualified electricians for all electrical systems work
- Gas Safe registered engineers for work on gas boilers and appliances
- engineers for lightning protection checks
- asbestos consultants for sampling, updating registers and management action plans
- consultant / contractor for risk assessment and sampling of water systems
- consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
- doctor providing medical advice

3 Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (by teaching staff responsible for those areas)
- Caretaking and Grounds activities (SBM / Caretaker)
- First Aid (SBM / School Secretary)

### **Control of Access and Security**

See Security and Supervision Policy

### **Construction Work (CDM)**

The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))

The School / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable, make suitable arrangements for managing a project including (checklist as Appendix 1):

- Appoint competent persons to the project team
- Allow adequate time for the design, planning and construction work to be undertaken
- Provide key information to the project team, including that regarding the site and existing structures
- Put in place arrangements for communication, co-operation and general management of the project
- Ensure that contractors have provided adequate welfare facilities for the duration of the project
- Liaise with designers so that workplaces are correctly designed

Where there is, or likely to be, more than one contractor working on a construction project, the School will appoint in writing a Principal Designer (who will plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project) and a Principal Contractor (who will plan, manage, monitor and co-ordinate health and safety in the construction phase). The Client will need to ensure that the Principal Designer and Principal Contractor are complying with their duties by receiving project updates / holding project review meetings.

In addition, where projects last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or involve more than 500 person days of work the School will notify the project to the Health & Safety Executive.

School will keep up to date and make available to anyone who needs it a health & safety file.

The SBM will have the responsibility for implementing this policy with support from the Caretaker as appropriate

### **Contractor Management**

1. The SBM will be responsible for the implementation of this policy.  
The SBM will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:
  - how the contractor manages health & safety, e.g. policy, conducting risk assessments, access to competent advice
  - the person with overall responsibility for health & safety
  - what training staff have had
  - check that the contractor ever been prosecuted, served notices or investigated by an enforcing authority
  - provision of example risk assessments for the type of work you will be undertaking
  - details of any serious accidents in the last 3 years
  - references for the type of work from previous clients
2. The Contractor's representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:
  - general description and scope of work

- timescale for the work
  - areas affected
  - work methods, safe systems of work / risk assessment as applicable
  - any foreseeable hazardous operations
  - any hazardous materials or dangerous work practices
3. The School Rep will advise the Contractor Rep on:
    - premises emergency procedures including evacuation / assembly points
    - facilities available to the contractor
    - relevant operational rules and procedures, e.g. no-go areas, times of working
    - access arrangements
    - school activities which may affect the contractors work
    - documentation required by the school
  4. Outside normal school hours work may be allowed by prior agreement with the School Rep.
  5. The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)
  6. The contractor will be required to:
    - ensure that work areas are safe
    - ensure that work areas are tidy
    - remove rubbish and redundant materials
  7. Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this includes:
    - hot work
    - excavations
    - scaffolding
    - overhead work
    - use of flammable liquids
    - work involving electricity
    - work at height and involving lifting equipment
    - any construction works
  8. Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed.
  9. The Contractor Rep will report any accidents to the School Rep.
  10. The Contractor is responsible for the provision of their own first aid arrangements.
  11. Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

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

The Caretaker will be responsible for the management of hazardous substances within school.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, eg pesticides

Typical areas which will need to be considered are:

- Chemical usage in the science room and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control

The Caretaker will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken, and any required control measures will be implemented. An example template is given at appendix 11
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified, and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

### **Display Screen Equipment**

Standard 3(4) is a general health and safety provision requiring schools to "have regards to the DCSF Guidance "Health and Safety: Responsibilities and Powers" and to have sample risk assessments available. Paragraph 81 of the ISI Handbook (see references) specifically mentions the hazards from trailing wires, which is frequently an attendant feature of modern technology. In addition, Health and Safety law requires an assessment to be of the work stations of all regular users.

The SBM is responsible for ensuring that DSE assessments are completed, remedial action implemented, and the assessments reviewed as appropriate. Members of staff who regularly use DSE should have their workstation assessed. The SBM will ensure that a self-assessment has been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the SBM. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.

Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the SBM. Occupational health assessments may be required to be undertaken by users.

Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work. Eye tests should be undertaken every 2 years.

Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. It is recommended that HSE guidance INDG36 is issued to all users as part of their information, instruction and training. Caretaker will be responsible for ensuring appropriate cable management where DSE is in use

### **Working with VDUs**

Members of staff who work regularly for most of the working day with VDUs are entitled to have their work station assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist up to £15, together with the cost of a basic pair of spectacles to the value of £25 required for specific computer use.

Staff may contribute if they wish to pay more for their chosen spectacles.

### **Trailing Cables**

Trailing cables are an obvious trip hazard. The IT Technicians are trained to install work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.

### **Portable Appliance Testing**

The arrangements for the regular testing of portable appliances in the school are described in the policy on Electrical Testing.

### **Guidance for Pupils**

1. Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.
2. Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.
3. Designated workstations for pupils will be of a similar standard to those provided for staff.

Although pupils do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHE.

Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.

### **Drugs and Alcohol:**

This policy was developed and agreed in consultation with governors, teaching staff, non-teaching staff, parents, pupils and other relevant agent.

The policy was agreed to ensure that all teaching is appropriate, progressive and spirals throughout the pupils' school career and that the school rules and protocols agreed for managing an incident are consistent.

The policy reflects national guidance and priorities as outlined in DfES Drugs: Guidance for Schools (2004), the Updated Drug Strategy (2002), National Healthy School Standard, Q.C.A. Curriculum Guidance (2002) and OFSTED Report on Drugs Education 2002-2004. This policy relates to the school's P.S.H.E.E. and Citizenship policies, Confidentiality Policy, Rewards and Sanctions Policy and Health and Safety Policy.

A copy of this policy and guidance is made available for each member of staff and governing body. Reference copies are available from the head teacher for parents/carers and all other persons who come into contact with the pupils.

The policy will be reviewed every three years by the head teacher, Governors, and staff. This will include evaluation of teaching and learning activities, resources, staff training requirement and the use of visitors. The policy will also be revisited and reviewed at any time the school has to address a drug related incident.

We are committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work. This policy, which applies to all employees, aims to:

- Promote the health and well-being of our employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.
- The consumption of alcohol is prohibited for all staff, visitors, contractors and others within the site boundary, except where permitted by management.

### **Definition – What is a drug?**

A drug is a substance that, when taken into the body, changes the way we feel, the way we see things and the way our body works. This policy covers a range of drugs including medicines, tobacco, alcohol, solvents and illegal drugs.

The school believe that the possession and or use of such drugs in school, during the day or while travelling to/from school is inappropriate. The drugs/ substances covered by this policy are not to be bought sold or otherwise exchanged or brought on to the school premises during the school day or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate.

### **The Purpose of the Policy**

The aim of this policy is to acknowledge and clarify the schools' role in drug prevention and education and ensure it is appropriate to pupils' needs. The policy provides information and guidance about drug education, as well, as procedures to respond to any drug-related incident, for pupils, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole school one and is part of our commitment to and concern for the health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the school's Behaviour Management Policy and

Disciplinary Procedures Policy. This policy applies at all times to the school premises, school transport as well as school visits/trips/fieldwork/ residential etc.

This policy aims to encourage and enable pupils/students to appreciate the benefits of a healthy lifestyle now, and in the future. To enable pupils/students to make reasoned, informed choices. To support and engage parents/carers and pupils/students in their own personal learning and responsibilities.

### **Rationale**

The school is committed to the health and safety of all pupils and will work together with parents and the local community to enable pupils to make healthy informed choices and discourage the misuse of drugs.

The school recognises the need to provide a balanced drug education programme, containing accurate and up to date information alongside the development of life skills.

### **To whom does this policy apply?**

This policy applies to school pupils, all staff, parents and other visitors.

### **Where does this policy apply?**

This policy applies at all times when staff are acting in loco parentis – this includes educational visits in line with the *Highfield Priory Out Of School Visits Procedure*. The policy applies to pupils travelling to and from school and during break and lunchtimes. It also affects the use of school premises after normal school hours.

### **Statutory duty of the school**

The head teacher takes overall responsibility for the policy and its implementation, for liaison with the governing body, parents and appropriate outside agencies and alongside the Designated Senior Lead. The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

### **Roles and responsibilities**

#### **Head Teacher**

The head takes overall responsibility for providing a safe place of work for all staff and pupils and as such takes responsibility for this policy. Pupils who are suspected of being at risk from drugs will be supported and monitored with assistance from outside agencies.

#### **Governors**

As part of their general responsibilities for the management of the school, the governors play a role in the implementation of the school's policy for drug education and prevention (as in *Drugs: Guidance for Schools 2004*). They will continue their involvement through regular evaluation of the policy. The named governor with responsibility for this policy is Mrs M Conlon

#### **All Staff**

Drug prevention is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them. This includes lunchtime supervisors, caretaker and cleaning staff.

#### **Caretaker**

The caretaker regularly checks the school premises – any drugs or drug paraphernalia found will be recorded and reported to the head teacher and dealt with in accordance with this policy.

### **Managing a drug-related incident**

The member of staff responsible for co-ordinating the response to drug incidents is the Headteacher.

In incidents involving substance misuse or supply on the premises/during the school day, and following discussion with the pupil and staff, action will proceed as follows.

- Any medical emergencies will be dealt with as per Appendix A.
- In cases of substance use/misuse or supply on the premises, during the school day or during school visits etc, the case will be discussed with the young person and a written record taken parents/carers will be informed by the head teacher as soon as possible. The support of outside agencies will be sought if appropriate.
- If a young person admits to using or supplying substances off the premises, the appropriate action will be to inform the substance coordinator who will inform the head teacher, who will inform the parents/carers.
- While there is no legal obligation to inform the police, they may also be involved at the discretion of the headteacher in consultation with governors and staff who know the young person well.
- The school will consider each incident individually and will employ a range of responses to deal with each incident
- The governing body will be involved in drug-related incidents as they are concerning other matters relating to the school.
- The head teacher will take responsibility for liaison with the media, where required. Additional support and advice can be sought from the ISA.

### **Suggested rules**

The school rules for the drugs named in this policy are:

Medicine: see school policy in the Health and Safety Policy

Tobacco: the school site is a no-smoking area

Alcohol: the possession or consumption of alcohol by pupils is banned.

Solvents: the school will ensure that potentially harmful substances, including aerosols, are stored safely and supervised carefully.

Illegal Substances: no illegal or illicit substances should be brought to school or used on the premises.

Staff should only be in possession of medical drugs for their own use. The use of medical drugs should only be for medical purposes while performing their duties. The supply of medical drugs to others is not acceptable.

### **Emergency/First aid**

Staff should be comfortable with providing emergency aid and should be aware of the appropriate actions if a young person is ill through drug use. First Aid should only be provided by trained First Aiders. If there is any doubt about the health and wellbeing of any child, specialist medical help must be sought. If drugs have been misused all relevant information and evidence must be given to the medical professionals dealing with the incident. For further information see First Aid Policy.

### **Pastoral support**

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of all pupils. To reinforce this, any actions taken will be in line with the school's behaviour policy. In all cases the pupil and their family will be offered help and support from the school or from appropriate outside agencies.

## **Limits of confidentiality**

Refer to confidentiality policy

## **Dealing with the media**

As the issue of drug use is an emotive one and is likely to generate interest from the media, the school will take appropriate advice from ISA to ensure any reporting of incidents remains in the best interests of the young person, their families and the school.

## **Drug Education**

### **Objectives for drug education**

- To provide opportunities for pupils/students to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils/students with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- To build pupils/students' decision-making skills and increased self-esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils/students and staff to access support if they have concerns about their own or others' drug use.

### **Knowledge and understanding**

Pupils/students are taught within the guidance of the National Curriculum (science programme of study, and the guidance for PSHEE and Citizenship).

Highfield uses the Dimensions 3D PSHE scheme (along with assemblies, class/circle time and cross-curricular links) to deliver its PSHE curriculum.

Within the scheme the children are taught via 3 underlying core themes (Health and Wellbeing, Relationships, Living in the Wider world). Within these there is often broad overlap and flexibility. The issues surrounding drugs are met on several occasions within the scheme (especially in the Physical Wellbeing aspect of the Health and wellbeing theme).

For more details on this see the Dimensions 3D PSHE folders held by the PSHE co-ordinator.

### **Attitudes, values and skills**

Pupils/students are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time is a key strategy for developing life skills.

## Resources

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to Drug Education provision.
- Adequate staff resources, development and training are provided to address identified needs.

## Cross-curricular links

Drug education has many cross-curricular links, with science making a particular contribution. However, the development of life skills is a theme throughout the curriculum, within the programme for Personal, Social, Health and Economic Education (PSHEE), and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education, and aspects of school life, notably the spiritual, moral, social and cultural aspects of the curriculum.

## Educational Visits

See Out of School Visits Procedure

## Electrical Safety

1 The School will appoint a person [Caretaker] to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations. The SBM will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

2 The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training.

3 An electrical inspection checklist is at Appendix 3 to this guidance

4 All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

5 Where simple maintenance tasks, such as lamp changing, are to be carried out by school staff, that those employees have received adequate training in that task.

6 The fixed wiring at the School will be examined on a 5-yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5-year period on a 20% basis).

7 All portable electrical appliances issued for use by the School will be regularly [annually] inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by Hawksworth Appliance Testing.

8 The current test date will be displayed on each portable appliance.

9 Records of any fixed system and portable appliance work will be kept by the SBM. This will include repairs, servicing, maintenance or withdrawal from use.

10 Users of electrical equipment should visually check for defects before use.

11 Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school

12 Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

## Emergency Situations

See Emergency Plan

## E-Safety

See E-Safety Policy

## **First Aid**

See First Aid Policy

## **Fire Safety, Procedures and Risk Assessment**

See Fire Safety and Procedures and Risk Assessment Policy AND Fire Risk Assessment document

## **Gas Safety (including LPG)**

- 1 The minimum number of mains and bottled gas appliances are used and stored on the School premises.
- 2 All gases are stored in locked container and only competent, authorised personnel are allowed to enter.
- 3 Flammable gases and oxygen are not stored together.
- 4 Only Gas Safe registered individuals are to work on installations on the Schools premises.
- 5 All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- 6 Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- 7 Records of all work undertaken on gas systems / appliances will be kept by the SBM
- 8 In the event of a leak or suspected leak: -
  - turn off the gas supply.
    - if the supply cannot be turned off, or a leak is suspected then evacuate the area.
    - notify the gas supplier.
    - do not operate electrical equipment in the area.
    - cease all activities that may expose a spark or naked flame.
    - do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

## **General Workplace Safety**

1 The SBM/Caretaker will be responsible for the implementation of this policy.

2 Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

3 Workplace Safety

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and workstation
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including for the disabled
- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose

- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid
- The school noticeboard will also display:
  - health & safety policy statement
  - HSE Health & Safety Law poster
  - emergency procedures
  - details of first aiders and fire marshals

#### 4 Public Safety

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

#### Hot Works

1. The School will appoint a person [Caretaker] to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.
2. Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.
3. Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress
4. When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks/hot particles are generated.
5. Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.
6. If bitumen boilers or similar equipment are used on a roof, a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable firefighting and emergency spillage equipment provided.
7. Where hot materials are taken to roof level extreme care must be taken during the transporting of them.
8. The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.
9. A permit will be completed for all hot works; an example is given at Appendix 4.

#### Human Flu Pandemic

The SBM and Head Teacher will be responsible for the implementation of this policy.

The symptoms of pandemic flu are similar to those of seasonal flu, but are likely to be more severe, these being:

- fever, cough / shortness of breath
- aching muscles, sore throat, headache, loss of appetite, malaise, chills sneezing

The incubation period is 1-4 days, the infectious period up to 7 days

The school recognises that children are efficient "spreaders" of respiratory infections and that plans are required for both school closure and the school remaining open.

The Head Teacher will decide on whether to close a school after taking advice from the PHE. The Government may decide to close schools through the Civil Contingencies Committee and would communicate with the school where necessary

6 Children with symptoms of severe flu will be isolated from other children (making use of the office) until a parent arrives to take them home (unless otherwise advised). Where children or members of staff exhibit symptoms of severe flu at home they should not come into school. Staff and children should not return to school until they are clear of all symptoms.

7 If a pandemic is declared by the PHE, where applicable, the school will normally expect parents to collect their children as normal at the end of the school day. Where possible parents would be contacted during the course of the day, otherwise they will be given information when they collect their children at the end of the day or children will be given letters to take home.

8 Where a school stays open during a pandemic, the school will:

- follow good hygiene practice and isolate staff / children experiencing flu like symptoms
- provide an emergency supplies box and parental contact list solely for use during the pandemic

9 To reduce the risk of spread, hygiene measures will include:

- staff training in this guidance and in infection control
- regular hand washing during a pandemic special hand cleanser will be available in every classroom and at the main school entrance, with staff ensuring regular use.
- additional tissues will be provided within all school areas and children encouraged to use and dispose of them carefully.
- the cleaning staff / teaching staff and teaching support will be asked to provide additional cleaning of hard surfaces
- the sharing of pencils, crayons and pens will be discouraged. Communal soft toys will be removed.
- musical instruments will be carefully cleaned, with no sharing of wind / brass instruments
- avoiding bringing children together in large crowds in enclosed spaces
- pupils will eat lunches in classrooms
- curriculum and assembly time will include education to children regarding personal hygiene
- posters on hand washing, etc will be displayed prominently within the school
- after school clubs, lettings to external organisations, school trips and pre-school facility usage will be cancelled.
- the office will be used as an isolation room

10 Reopening the school:

- following a closure of the school, update information will be shared with parents, e.g. school website, noticeboard, local radio etc
- prior to reopening the school will take advice from the PHE regarding the level of cleaning required throughout the school
- once reopen, staff will keep a close check on pupils and report any concerns to the Head Teacher who will liaise with the PHE.

11 Information to be communicated will include:

Staff / Governors

- infection control guidance
- use of personal protective equipment when supervising an ill child
- familiarisation with any school Flu Planning document and recommendations
- display of Department of Health posters on hand washing and coughs & sneezes

Pupils

- guidance on personal hygiene
- guidance on display of Department of Health posters

Parents

- global email message
- telephone call co-ordinated by Year Group
- school website

- local radio stations
- template letters regarding closure and reopening

## **Letting and Hiring**

This policy is applicable to the letting / hiring of school buildings and premises to third parties.

### **Objectives**

To ensure that

Appropriate liaison is in place between the school and the hirer

Any licensing regulatory requirements have been identified and associated responsibilities agreed

Emergency and security issues have been adequately considered

All letting / hiring should be arranged through the School Business Manager (SBM) or the Assistant School Business Manager (ASBM).

The SBM or ASBM will establish what the needs of the hirer are and any specific licensing / regulatory requirements, which may include:

### **Public Entertainment Licence**

- this is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public.
- a licence is not required if the event is only by members of the organisation arranging it, (e.g. PTA or school) and their guests
- the SBM or ASBM should contact the local authority to establish whether a licence is required.
- The hirer is responsible for obtaining the licence if one is required.

### **Theatre Licence**

- this is required for the production of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public).
- The hirer is responsible for obtaining the licence if one is required.

The hirer should be briefed on the security policy of the school, specific areas to clarify are:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school

The hirer must be briefed on the emergency procedures, including

- knowledge of the evacuation route
- location of escape routes
- access to telephones
- access to first aid provision

The SBM or ASBM should ensure, in conjunction with the Head Caretaker that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

For any activities that involve overnight stays the SBM or ASBM should liaise with the local Fire Authority as appropriate.

The SBM or ASBM should request details of insurance arrangements from the hirer and whether the school policy is appropriate.

## **Lightning Protection**

1 The SBM will be responsible for the implementation of this policy.

2 Lightning protection is required (in accordance with BS6651) where:

- large numbers of people congregate
- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures
- there are structures of historic or cultural importance
- there are structures with explosive or flammable content

3 The SBM will arrange for a specialist contractor to undertake a risk assessment. A checklist for risk assessment is shown in appendix 5. A summary of the factors to be taken into consideration is:

- the number of flashes to ground per square kilometre per year (lightning flash density)
- the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building.
- use of the structure
- type of construction
- contents and consequential effects
- degree of isolation
- type of country

4 Where the risk assessment indicates that lightning protection is required:

- appropriate protection should be installed
- a regime for maintenance of the protection should be implemented

5 Any new buildings which are constructed should have the need for lightning protection assessed.

## **Machinery & Work Equipment**

We will take all reasonable steps to ensure the health and safety of our employees who work on or near machinery.

In particular we will ensure that:

- Any new machinery is specified, designed and supplied to us in accordance with appropriate standards.
- Before any new machinery is commissioned appropriate training will be given to all operators
- New and existing machinery will be maintained to reduce the risks to our employees and others.

## **Manual Handling**

Statistics show that poor manual handling is one of the most common causes of injury at the workplace; these injuries often have long term effects. This policy is written with reference to the Manual Handling Operations Regulations 1992.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

In order to reduce the risk of manual handling injuries as far as is reasonably practicable we will provide appropriate training to our employees.

In particular we will:

- Carry out a Risk Assessment of manual handling and lifting tasks.
- Ensure that operations involving manual handling are eliminated, so far as is reasonably practicable. Where this is not practicable, appropriate lifting aids will be provided.
- Give thought to the design and layout of the workplace and make changes where appropriate.
- All staff will be given the opportunity to carry out manual handling training.

Prior to any manual handling the member of staff must consider:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **Medicines**

### **Prescription Medicines**

With the exception of those medical conditions indicated above, should a pupil need to bring any prescribed medication into school the following should be noted:

The original bottle/packet should be sent into school labelled with the pupil's name and form. This should be handed in to the office upon arrival at school. Parents must complete a 'request to administer medication' form.

Medication including aspirin will not be administered without written permission from parents and will only be administered if it has been prescribed for that child by a doctor, dentist, nurse or pharmacist. We have the right to refuse to administer any medication which is not accompanied by a letter or clearly labelled as stated above.

The office staff will give medication or, in certain cases, a designated member of staff who has received appropriate training

Medicines are stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration. All medications, except for those used for emergency treatment e.g. Epipens, diabetes treatment and inhalers, are kept in the school office.

Medicines which have passed their expiry date or have been discontinued will be sent home.

On out of school trips and visits prescription medicine will only be administered by a member of staff if parental permission is given on the consent form.

#### Non Prescription Medication

e.g. pain and fever relief will only be administered with the prior written consent of the parent on the Medical Consent Form and only when there are health reasons to do so.  
No child will be given medicine containing aspirin.

Appropriate training, specific to individual children, is provided to administer prescription medicines requiring technical/medical knowledge if required.

#### Minibus Use

The SBM is the Premises Officer and will be responsible for the co-ordination of the use of the minibus. They will maintain a list of those eligible to drive the minibus. The driver of the minibus must have an appropriate and valid driving licence. Points to consider:

- an individual with a pre-1997 driving license is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
- an individual with a post 1997 license must hold a D1 license
- for any non-staff "voluntary" drivers (eg governors), parents checks should be made with the insurance company for specific requirements

Suitable insurance must be in place. The vehicle must be in a satisfactory condition. Consideration should be given to planning the journey, including:

- route (and availability of map)
- length of journey and travelling time
- driving time and driver rest breaks
- weather conditions
- more than one driver required.

Supervision needs must be assessed and the rules for any passengers, e.g. wearing of seatbelts, driver not to be distracted. An emergency plan should be in place to include:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, e.g. breakdowns & punctures

The driver of the vehicle must complete the logbook and report any defects on completion of the journey.

See Minibus Teacher Driving Risk Assessment.

#### New and Expectant Mothers

1 The Deputy Head will undertake/arrange for a specific Risk Assessment for the employee.

2 The Risk Assessment will be carried out using the standard forms. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.

3 Once the Risk Assessment has been completed a copy must be retained and treated as confidential.

4 The individual assessed will be informed of any significant risks to them/their child. Any required actions or recommendations will be discussed with the Headteacher as appropriate.

5 The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Headteacher.

6 The individual assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Deputy Head informed of any concerns or difficulties they may have

7 The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work" ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf))

## Noise

1 It is the School Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the SBM.

2 Any noise survey that is undertaken will: -

- identify which areas are affected.
- those affected.
- the frequency of the noise.
- the engineering controls that could be implemented to reduce the noise levels.
- establish ear protection zones (EPZ).

3 Areas which will be considered for noise surveys will include:

- Physical education
- Design & Technology workshops
- Computer rooms
- Construction activities
- Music rooms
- Maintenance work
- Refurbishment activities
- Special events (eg school discos, karaoke, firework displays)
- General guidance
  - do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
  - is noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
  - do your employees use noisy powered tools or machinery for more than half an hour each day?
  - are there noises due to impacts (hammering, drop forging, pneumatic impact?)

4 Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Maintenance Engineer / Heads of Department in conjunction with the SBM.

5 Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by Maintenance Managers in conjunction with Head of Department.

6 All personnel entering an EPZ will be required to wear suitable ear protection.

7 Details of assessments will be held by the SBM. Details will also be supplied to employees and their representatives as appropriate.

8 As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.

9 If staff are suspected of suffering from hearing impairment due to work activities then the SBM will arrange for an occupational health evaluation

## **Occupational Health**

1 The SBM will be responsible for the implementation of this policy. SMT and line managers will be responsible for assisting with the identification of requirements within their areas of control.

2 The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment

3 Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation

4 Health surveillance may take the form of:

- Periodic health questionnaires
    - Where pre-employment question is asked, employers can only ask them to help:
      - Establish whether any reasonable adjustments need to be made for applicants during the selection process
      - Decide whether an applicant can carry out a function essential to the job
      - Monitor diversity among job applicants
      - Take positive action to assist disabled people
- Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or  
Prescribed health surveillance required under specific legislation, which may include
- Skin inspections
  - Audiometry
  - Lung function tests

5 All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken. Reference should also be made to sections of the Staff Handbook relating to alcohol, drugs and substance abuse, display screen equipment and stress management

6 The SBM will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement.eg under the Control of Substances Hazardous to Health Regulations). Information kept should include:

- Surname
- Forename
- Gender
- Date of birth
- Permanent address including post code
- National insurance number
- The date the check was carried out and by whom
- The outcome of the test / check
- Factual details of any decision taken by the occupational health professional in relation to the individuals work

7 The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act.

## **Outdoor and Peripatetic Workers**

Where employees are required to work outdoors or at locations away from their usual place of work, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.

In particular we will ensure that they:

- Are reminded of the need to look after their own health & safety and that of others who may be affected by their activities
- Are provided with general purpose PPE (safety footwear, hard hat, high visibility jacket) and instructed to use it as circumstances dictate
- Are instructed to make themselves aware and comply with the safety procedures laid down at the locations visited. In the absence of any such instructions they should act as appropriate in the circumstances.

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

We will provide personal protective equipment when the risk represented by a work activity cannot be adequately controlled by other means. In doing so we acknowledge that health & safety hazards have been identified. It is our policy to ensure, through the proper use of PPE, that the hazards are reduced to the lowest practical level.

In particular we will ensure that:

- Any PPE supplied provides the necessary protection for the particular hazard.
- Employers are given information and instruction to enable them to understand the importance of using PPE where required.
- Where appropriate, training is given to our employees to enable them to use and maintain items of PPE correctly.
- Suitable provision shall be provided for the safe storage and maintenance of PPE.
- Employees shall report any defects to their immediate superior.

### **Pupil Supervision**

See Security and Supervision Policy

### **Risk Assessment**

See Risk Assessment Policy

### **Safety Training (including induction)**

1 All new employees will be given a safety induction training by the SBM include:

- fire precautions and safety procedures.
- first aid and accident reporting arrangements.
- general information on health and safety.
- known hazards in the workplace and the control measures in place.
- the school's policy and procedures.
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

2 Specialist job related training will be conducted/organised as follows:

- Minibus – SBM
- Science related - Head of Science
- Design and Technology related - Head of D&T
- Catering and Cleaning - Catering Manager
- First Aid – School Secretary/SBM
- Any individual requirements for subject /activity specifics - Line Manager

3 Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

4 Records of training will be kept by the SBM

## **Security, Workplace Safety and Lone Working**

See Security and Supervision Policy

### **Slips and Trips**

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

As an education premises, we provide a wide variety of facilities including educational and leisure, open to employees, pupils/students and members of public at varying times of the day. We are a busy school with large numbers of people moving around at the same time – often rushing. We are aware of our responsibility to take practical steps to reduce the risk and frequency of slips and trips on our site, in line with The Health and Safety at Work etc Act 1974 (HSW Act), The Management of Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety and Welfare) Regulations 1992 .

### **Practical steps to prevent slips and trips accidents**

#### **Stop floors becoming contaminated by:**

- Using entrance matting.
- Fixing leaks from machinery or buildings.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

#### **Use the right cleaning methods by:**

- Making sure that it is effective for the type of floor we have.
- Not introducing more slip or trip risks while cleaning is being done.
- Leaving smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Removing spillages promptly.
- Having effective arrangements for both routine cleaning and dealing with spills.
- Using the appropriate detergent mixed at the correct concentration.

#### **Consider the flooring and work environment by:**

- Checking for loose, damaged and worn flooring and replace as needed.
- Where possible, floors likely to get wet or having spillages on them are of a type that does not become unduly slippery.
- Making sure lighting is sufficient and that slopes or steps are clearly visible.
- Keeping walkways and work areas clear of obstructions.

#### **Think about people and organisational factors by:**

Considering how work is organised and managed, e.g. to avoid rushing, overcrowding, trailing cables.

#### **All staff are requested to:**

If you have an accident or a near miss, make sure you report it promptly in order to help prevent future accidents.

If you see a spillage, clean it up or make arrangements for it to be cleaned.

Report any damaged floors or mats.

Play your part and keep the workplace tidy.

If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.

Report any work situation that you think is dangerous, or if you notice that something has gone wrong with our health and safety arrangements.

If you have had a spillage or cleaned an area which is subsequently wet, place a wet surface sign in the appropriate area.

### **Smoking**

- 1 The Head Teacher will be responsible for the implementation of this policy.
- 2 Smoking is prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations.
- 3 The School shall be a smoke free site.
- 4 The prohibition of smoking will apply during school related activities which are undertaken outside school premises.
- 5 The School will provide information and support for smokers to quit.

### **Special Education Needs (SEN) and Learning Difficulties**

See Curriculum Policy

### **Sports Concussion**

This concussion policy is to be followed whenever there is a head injury in any sports matches that Highfield Priory take part in. This policy is to be followed by all teachers who directly run the team.

This policy has been taken from Irish Rugby Union and has been adapted to suit Highfield Priory School. The main message in this policy is to recognise and remove from the pitch. The parents are informed as soon as possible of the injury.

#### **Concussion MUST be taken extremely seriously.**

- **Any player with a suspected concussion MUST be removed immediately from training/play and not return.**
- **They should be medically assessed.**
- **They MUST not be left alone.**

#### **Why MUST concussion be taken extremely seriously?**

- Ignoring the signs and symptoms of concussion may result in death, a more serious brain injury or a prolonged recovery period.
- The potential for serious and prolonged injury emphasises the need for comprehensive medical assessment and follow-up until the concussion has fully resolved.
- Returning to play before complete resolution of the concussion exposes the player to recurrent concussions that might take place with ever decreasing forces.
- Repeat concussions could shorten a player's career and may have some potential to result in permanent neurological (brain) impairment.
- There is no such thing as a minor concussion or 'knock to the head'.

#### **What is concussion?**

- **Concussion is a traumatic brain injury.** It is a complex process in which forces are transmitted to the brain and result in temporary impairment of brain function.
- Concussion can have a significant impact on the short and long term health of player if not managed correctly.

### **What causes concussion?**

Concussion can be caused by a direct blow to the head or body and from whiplash type movements of the head and neck that can occur when a player is tackled or collides with another player or the ground. Immediately following a suspected concussion, the brain is susceptible to further significant damage in the event of another impact.

**Therefore the player MUST be immediately removed from activity and MUST NOT return until they have completed the graduated return to play (GRTP) protocol.**

### **What are the visible clues of a suspected concussion?**

Players, coaches, healthcare professionals and referees should be familiar with the visible clues of a suspected concussion. **If a player has ANY ONE of the visible clues they MUST be immediately removed from activity and MUST NOT return until they have completed the graduated return to play (GRTP) protocol.**

- Lying motionless on ground
- Slow to get up
- Unsteady on feet
- Balance problems or falling over
- Grabbing/Clutching head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events
- Suspected or confirmed loss of consciousness
- Loss of responsiveness

### **Recognise and Remove**

#### **What are the signs and symptoms of a concussion?**

The signs and symptoms of concussion usually start at the time of the injury but the onset of these may be **delayed for up to 24–48 hours**. Parents/guardians, teachers family members and friends should be aware of the signs and symptoms of a concussed player. **If a player has ANY ONE of the signs and symptoms they MUST be immediately removed from activity and MUST NOT return until they have completed the graduated return to play (GRTP) protocol.**

#### **What happens if a player has a suspected concussion at training or when playing?**

- The player **MUST** be immediately removed from activity and **MUST NOT** return.
- The player **MUST NOT** be left alone.
- The player **MUST** always be in the care of a responsible adult, who is informed of the player's suspected concussion.
- The player should be medically assessed as soon as possible.
- A suspected concussion **MUST** be taken extremely seriously. The Pocket Concussion Recognition Tool (PCRT) can be used to assist in the recognition of a suspected concussion

#### **Fellow players/coaches/teachers/parents: YOUR responsibility:**

- You **MUST** do your best to ensure that the player is removed from play in a safe manner, if you observe them displaying any of the visible clues or signs or symptoms of a suspected concussion.

- You MUST NOT allow a player to play rugby until they have completed the graduated return to play (GRTP) protocol if they are displaying signs or symptoms of a suspected concussion sustained while playing rugby or another sport.
- You MUST ensure that the player is in the care of a responsible adult and inform them of the player's suspected concussion.

**Player: YOUR responsibility:**

- If you have symptoms of a suspected concussion you must STOP playing and INFORM medical and/or coaching staff immediately.
- Be honest with yourself and those looking after you.
- If you have symptoms of a suspected concussion sustained while playing rugby or another sport, you MUST NOT play rugby until you have completed the graduated return to play (GRTP) protocol.

**Following suspected concussion or a concussion, how does the player return to play?**

The player should avoid activities that require concentration or attention until symptoms have been absent for a minimum of 24 hours. Symptoms may be masked by medications such as headache tablets, anti-depressants and/or sleeping medication and caffeine. The graduated return to play (GRTP) of a player following a concussion should be undertaken on an individual basis with the full cooperation of the player.

\* under age (U6's - U20's) players playing adult rugby must follow age group guidelines

**Players may not return to play until:**

1. all their symptoms have subsided.
2. they have followed the GRTP protocol.
3. they have been medically cleared to return.

Clubs and schools should have the contact details and directions for a local doctor or emergency services listed on their noticeboard and provided to all coaches and parents.

**Age Group Minimum Rest Period Post Concussion GRTP Minimum Time Out**

U6's - U20's\* 14 Days 8 Days 23 Days (3 Weekends Missed)

**Issue Response**

INJURY Player assessed on pitch (visible clues and signs/symptoms)

SUSPECTED CONCUSSION Player MUST be immediately removed from activity and MUST NOT return

**Recognise and Remove**

MANAGEMENT Player referred to doctor or Emergency Department for diagnosis and further assessment

RETURN TO PLAY Player rests as per concussion guidelines on previous page and undertakes graduated return to play (GRTP) protocol as per below table

Other players, parents, coaches and administrators should insist that the above guidelines are always followed.

**Stress**

1 The SBM or Head Teacher will be responsible for the implementation of this policy as appropriate.

2 The Head Teacher and SMT will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment

- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken

3 In practical terms, the Head Teacher and SMT will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours

4 Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the SBM and treated as confidential.

5 Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

## **Sun Protection**

1 Cancer Research UK runs the SunSmart campaign, the key messages to be adopted by Schools are:

- stay in the shade during the hottest part of the day where and when possible
- make sure you never burn
- always cover up - e.g. wear a t-shirt and hat
- remember children burn more easily
- use factor 15+ sunscreen

2 Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, e.g. outdoor swimming, PE lessons, and school excursions. As part of your policy the school should consider:

- sending letters home to ask for parental permission for teachers to supervise application of sunscreen
- only factor 15+ sunscreen is used in school
- sunscreen is reapplied regularly, particularly at midday
- each pupil has their own labelled bottle of sunscreen
- there is a school stock of sunscreen for pupils who forget / cannot afford their own
- the school provides sunscreen free of charge for all pupils

## **Vehicles and On-site Movement**

### **Objectives**

To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.  
That vehicles and traffic routes are separated wherever possible.  
That traffic routes are suitably signed and controlled.

This guidance applies to all traffic movements undertaken on school premises  
The School Business Manager (SBM) will have responsibility for the implementation of this guidance with support from the Caretaker as appropriate.

The following areas will be addressed:

- Parking and deliveries
- Access control and security
- School uses
- School travel plan
- minibus

Signage is in place to designate speed limits, access areas, prohibited areas and parking facilities. The SBM will be responsible for liaison with the police, highways authority, insurers / security advisers etc with regard to the School Travel Plan. Parking arrangements will be specified for:

- staff
- visitors
- parents
- major events
- contractors

Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager. All use of the school minibus must be arranged via the SBM. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements. Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate. Cyclists should dismount once they arrive on site and use pedestrian walkways.

The Traffic Checklist covers design and layout, reversing, risk control and specific issues.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health and Safety Executive, homepage workplace transport ([www.hse.gov.uk](http://www.hse.gov.uk))

C: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: "Guidelines for Environmental Design in Schools" DCSF Guidance

### **Violence to Staff or Pupils**

All staff members and pupils have a right to expect that their school is a safe place, in which to work and that prompt and appropriate action will take place on their behalf if they feel they are subject to violence, threatening behaviour and abuse by parents and other adults on school premises.

Wherever violence, threatening behaviour and abuse occur towards school staff or pupils, all reasonable and appropriate action will be taken in support of those staff or pupils.

The school will not tolerate unacceptably abusive language and any interchanges involving abusive language towards school staff or pupils.

Action may need to be taken against adults who repeatedly use abusive language; this might include a formal letter or barring the person from the school site.

Anyone whom the school feels is causing a nuisance or disturbance on the school site can be removed under Section 547 of the Education Act 1996.

The school's site security and the safety of the staff and pupils is constantly under review and is discussed during SMT and staff meetings when appropriate.

## **Water Quality (including Legionella)**

1 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Caretaker. Appropriate records of testing and certification are maintained.

2 The school has appointed a competent consultant / contractor to conduct a risk assessment and draft a manual which specifies control regimes. An example of the areas to be contained within a manual is included at Appendix 7.

3 In Premises where the School is deemed to be responsible, it will: -

- (i) undertake a water quality risk assessment on all relevant water systems.
- (ii) the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years.
- (b) the details of any risks will be made available to those persons who may be affected.
- (c) copies of the risk assessment will be available for inspection by persons entitled to do so.
- (d) if the risk assessment shows that there is a reasonably foreseeable risk, the SBM/Caretaker will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

4 A Water Quality Logbook will be maintained for each relevant system, available for inspection and will contain: -

- (a) the risk assessment findings.
- (b) the written scheme detailing control measures.
- (c) the results of monitoring, inspections, tests or checks completed and the dates.
- (d) details of the water system not in use and control measures taken.

5 Where school employees (e.g. maintenance staff) have responsibility for implementing practical control measures, an example list of duties is included at Appendix 8 to this guidance

6 Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 9 to this guidance.

7 The records will be kept for the period for which they remain current and at least 5 years following that period.

8 In the event of a positive water sample, the Water Contractor/Consultant will notify the SBM immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the PHE.

## **Working at Heights**

1 The Caretaker will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

- A flowchart is included at Appendix 10 for controlling work at height.
- 2 The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.
  - 3 When equipment is selected for work at height it will be:
    - The most suitable equipment for the task
    - Give collective protection measures priority over personal protection measures
    - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
  - 4 Inspection of equipment used for work at height will be undertaken by the Caretaker for his own use as appropriate. Individual users will make a visual inspection prior to use.
  - 5 Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders
  - 6 Any contractors used by the school will be expected to follow the principles of this guidance.
  - 7 The school maintains a ladder register which is reviewed annually.
  8. Each ladder will have a Ladder Tag with a unique number identification which has a checklist on the reverse.

### **Young Persons**

It is our policy to carry out Risk Assessments before we employ young people, to ensure any risks are identified and addressed.

In particular we will take into account:

- The inexperience and immaturity of the young person.
- Their lack of awareness of risk to their health & safety.
- The nature, degree and duration of any exposure to biological, chemical or physical agents.
- The form, range, use and handling of work equipment.
- We are aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these instructions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.
- We will take all reasonable steps to secure the health & safety of young persons who may be placed with us on work experience programmes. There will be thorough preparations before pupils/students arrive, enabling a Risk Assessment to be undertaken of any hazards to which they may be exposed
- In accordance with the Regulations, we will advise the parents or guardians of any young person working for us, of the hazards associated with the job, prior to commencement of their employment with us.

The Health and Safety Committee is responsible for this policy.

Date last reviewed: September 2020.

### **Authority**

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes, Health and Safety, Education, Safeguarding and Marketing.

## Appendices

### Appendix 1: Pre-construction client checklist

|     |  | Tick | Person Responsible | Date |
|-----|--|------|--------------------|------|
| 1.  | Are you clear about your responsibilities?   |      |                    |      |
| 2.  | Have you made your formal appointments?  |      |                    |      |
| 3.  | Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?     |      |                    |      |
| 4.  | Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties? |      |                    |      |
| 5.  | Have you checked that the project team is adequately resourced?  |      |                    |      |
| 6.  | Has a project or client brief been issued to the project team?   |      |                    |      |
| 7.  | Has the project team been provided with information about the existing site or structure (pre-construction information)?   |      |                    |      |
| 8.  | Has project-specific health and safety advice been sought?   |      |                    |      |
| 9.  | Are suitable arrangements in place to manage health and safety throughout the project?   |      |                    |      |
| 10. | Has a schedule of the key activities for the project been produced?  |      |                    |      |
| 11. | Has sufficient time been allowed to complete the key activities?   |      |                    |      |
| 12. | Where required, has an online F10 notification form been adequately developed before work starts on site?  |      |                    |      |
| 13. | Have you checked that a construction phase plan has been adequately developed before work starts on site?  |      |                    |      |
| 14. | Are you satisfied that suitable welfare facilities have been provided before work starts on site?  |      |                    |      |
| 15. | Have you agreed the format and content of the health and safety file?  |      |                    |      |

## Appendix 2: Display Screen Equipment Self-Assessment Form

|  |  |       |
|--|--|-------|
| Part 1 - Initial assessment of DSE work  |  |       |
| Person being assessed:   |  |       |
| Location:  |  |       |
| Issue  |  | Y / N |
| <p>Does the person:</p> <ul style="list-style-type: none"> <li>• Depend on DSE to do their job; there is no alternative?</li> <li>• Need particular skills and training in the use of DSE to do the job?</li> <li>• Normally use DSE for spells of more than one hour?</li> <li>• Does the person normally use DSE daily?</li> <li>• Need fast transfer of information between themselves and the screen?</li> <li>• Require high levels of concentration, ie errors may be critical?</li> </ul> |  |       |
| <p>If most of the answers are yes, then the person will be considered to be a user, and a detailed assessment will now be completed using part 2 of this form. If most answers are no, then the person would not be classified as a user.</p>  |  |       |

|  |  |       |
|--|--|-------|
| Part 2 - Detailed assessment of DSE work |  |       |
| The Display Screen                       |  | Y / N |
| 1.                                       | Are screen characters well-defined and of adequate size and spacing? |       |
| 2.                                       | Are screen images flicker-free and stable?                           |       |
| 3.                                       | Can screen brightness and contrast be adjusted?                      |       |
| 4.                                       | Is the screen free from glare and reflection?                        |       |
| 5.                                       | Is the screen positioned correctly to enable comfortable use?        |       |
| 6.                                       | Is a screen cleaning kit provided?                                   |       |
| The Keyboard                             |  |       |
| 7.                                       | Can the keyboard be tilted?  |       |
| 8.                                       | Is the keyboard separate from the terminal?                          |       |
| 9.                                       | Does the keyboard have a non-reflective surface?                     |       |

|                |   |  |
|----------------|---|--|
| 10.            | Are the keyboard characters clearly defined?                                    |  |
| 11.            | Are the keys comfortable to use?  |  |
| The work desk  |   |  |
| 12.            | Is the work desk large enough for all the equipment?                            |  |
| 13.            | Are the surfaces non-reflective?  |  |
| 14.            | Is there a document holder available, if required by the user                   |  |
| 15.            | Is there space in front of the keyboard to allow users to rest hands/wrists?    |  |
| The work chair |   |  |
| 16.            | Is the work chair stable?   |  |
| 17.            | Can the chair be height-adjusted?   |  |
| 18.            | Can the backrest be adjusted for height and tilt, independently of seat height? |  |
| 19.            | Can both feet be placed on the floor when in a comfortable working position?    |  |
| 20.            | Is a footrest available if required by the user?                                |  |

## Part 2 - Detailed assessment of DSE work

### Environment

|     |   |  |
|-----|---|--|
| 21. | Is there sufficient space for comfortable handling of documents, telephone etc.?    |  |
| 22. | Is the lighting adequate at the workstation?  |  |
| 23. | Will lighting prevent excess contrast when the user looks away from the screen?     |  |
| 24. | Is the temperature at the workstation comfortable?                                  |  |
| 25. | Are heat levels emitted by the equipment under control?                             |  |
| 26. | Are noise levels at the workstation comfortable?                                    |  |
| 27. | Is ventilation of the area adequate and comfortable?                                |  |
| 28. | Is the relative humidity comfortable? (no complaints of dry facial skin, sore eyes) |  |

|                                    |   |  |
|------------------------------------|---|--|
| Health                             |   |  |
| 29.                                | Is the identified user free of eyesight problems?                                 |  |
| 30.                                | Has the identified user requested or been offered an eyesight test?               |  |
| 31.                                | Does the user wear eye correction provide as a result of an eyesight test?        |  |
| 32.                                | Are copies of the optometrist's eyesight reports and prescriptions held on file?  |  |
| 33.                                | Is the user free of pains, pins and needles etc in neck, shoulder or upper limbs? |  |
| 34.                                | Is the user free of restricted joint movement, impaired grip or other disability? |  |
| 35.                                | Is the user free of fatigue or stress?  |  |
| Training, information and planning |   |  |
| 36.                                | Has the user received training in the use and set up of DSE?                      |  |
| 38.                                | Is there a written record of the identified users training and is it up to date?  |  |
| 39.                                | Is work planned to include breaks to avoid excessive exposure to DSE work?        |  |

|   |                |
|---|----------------|
| Part 3 - Corrective action (The following action should be taken to correct the problems identified above.) |                |
| Comments and corrective action  | Date Completed |
|   |                |
| <b>Assessors details</b>  |                |
| Name of assessor:   |                |
| Issued to:  |                |
| Date of next review:  |                |

### Appendix 3: Electrical Inspection Checklist

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets

- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

**Appendix 4: Hot Work Permit**

**(NOTE THERE IS A PRE-PRINTED FORM "HOT WORKS PERMIT TO WORK (HW/SSP/01)**

|        |  |
|--------|--|
| Number |  |
|--------|--|

Applicable to all operations involving production of excessive heat, flames or sparks likely to cause combustion.

Includes: Welding and brazing.

|                           |  |          |  |    |  |
|---------------------------|--|----------|--|----|--|
|                           |  |          |  |    |  |
| PART 1                    | To be completed by authorised responsible person at start of work.<br>Complete ALL sections. |          |  |    |  |
|                           |  |          |  |    |  |
| Permission is granted to: |  |          |  |    |  |
|                           |  |          |  |    |  |
| Manning names:            |  |          |  |    |  |
|                           |  |          |  |    |  |
| Task:                     |  |          |  |    |  |
|                           |  |          |  |    |  |
| Location:                 |  |          |  |    |  |
|                           |  |          |  |    |  |
| Date:                     |  | From     |  | To |  |
|                           |  |          |  |    |  |
| Authorised by:            |  | Position |  |    |  |
|                           |  |          |  |    |  |
| SPOT CHECKS               |  |          |  |    |  |

|   |  |  |  |                    |  |           |  |
|---|--|--|--|--------------------|--|-----------|--|
| I have examined the area and all combustible materials (including liquids or gas sources) in the vicinity of the operation have been removed or protected against heat or sparks. |  |  |  | Time of Inspection |  |           |  |
|   |  |  |  |                    |  | Yes/No/NA |  |
| Alarm systems have been isolated where necessary.   |  |  |  |                    |  |           |  |
| A second person is on hand with a fire extinguisher while the operation is in progress.   |  |  |  |                    |  |           |  |
| Those concerned have had fire alarm/telephone point pointed out to them and have been told what to do in the event of a fire.   |  |  |  |                    |  |           |  |
|   |  |  |  |                    |  |           |  |
|   |  |  |  |                    |  |           |  |
| The fire exit routes are clear of obstructions.   |  |  |  |                    |  |           |  |
|   |  |  |  |                    |  |           |  |
| Signature of person issuing permit  |  |  |  | Position           |  | Date      |  |
|   |  |  |  |                    |  |           |  |
|   |  |  |  |                    |  |           |  |

|   |  |   |  |
|---|--|---|--|
|   |  |   |  |
| PART 2  |  | To be completed by operator carrying out hot work |  |
|   |  |   |  |
| Work has been completed and all sources of ignition removed. The work area and all adjacent areas have been inspected after completion of hot works for signs of smouldering fires. |  | Time work completed                               |  |
|   |  |   |  |
|   |  | Time of inspection                                |  |
|   |  |   |  |
| Signature of operator carrying out hot work   |  | PRINT   |  |
|   |  |   |  |
|   |  |   |  |

|  |  |
|--|--|
|  |  |
|--|--|

|   |   |                                   |                     |  |
|---|---|-----------------------------------|---------------------|--|
| PART 3  | To be completed by the responsible person after completion of hot works |                                   |                     |  |
|   |   |                                   |                     |  |
| The work area and all adjacent areas have been inspected one hour after completion of hot works for signs of smouldering fires. |   |                                   | Time work completed |  |
|   |   |                                   |                     |  |
| Alarm systems have been de-isolated where necessary.  |   | The hot work permit is cancelled. |                     |  |
| Signed  |   |                                   |                     |  |
|   |   |                                   |                     |  |
|   |   |                                   |                     |  |

### Appendix 5: Lightning Protection Risk Consideration Points

#### RISK ASSESSMENT DATA COLLECTION

School Name

Building reference

Building height (average) m

Overall Building Length m

Overall Building Width m

Weighting Factors (Please tick appropriate selection)

Use of Structure

- Houses or comparable
- Houses with outside aerial
- Workshops
- Offices
- Places of assembly
- General School building

Type of Construction

- Steel framed, not metal roof
- RC frame, not metal roof
- Steel or RC frame, metal roof
- Brick or concrete, not metal roof
- Timber frame, not metal roof
- Brick, concrete, timber, metal roof
- Any building with thatched roof

Contents or Consequential Effects

- Domestic or office buildings
- Industrial buildings, susceptible contents
- Power generation, telephone, radio exchange
- Key industrial plants and historical buildings
- Schools general

Degree of Isolation

- Same as surrounding

- Few other buildings of same height
- Isolated structure

Type of Country

- Flat country
- Hill country
- Mountain country (300m - 900m)
- Mountain country (> 900m)

**Appendix 6: New & Expectant Mothers - Risk Assessment**

|                           |     |           |          |
|---------------------------|-----|-----------|----------|
| Name:                     |     | Dept:     |          |
| Job Title:                |     | Location: |          |
| Does your work involve:   | Yes | No        | Comments |
| Manual handling           |     |           |          |
| Working at height         |     |           |          |
| Standing for long periods |     |           |          |
| Extremes of temperature   |     |           |          |
| Slippery surfaces         |     |           |          |
| Uneven floors             |     |           |          |
| Variations in level       |     |           |          |
| Working with DSE          |     |           |          |
| Night work / shifts       |     |           |          |
| Lone working              |     |           |          |
| Food preparation / smells |     |           |          |
| Wearing a uniform         |     |           |          |
| Excessive movement        |     |           |          |
| Are you exposed to:       | Yes | No        | Comments |
| Noise                     |     |           |          |
| Radiation                 |     |           |          |
| Biological agents         |     |           |          |
| Chemical agents           |     |           |          |

|                        |  |  |  |
|------------------------|--|--|--|
| Other (please specify) |  |  |  |
|------------------------|--|--|--|

|  |        |       |
|--|--------|-------|
| A second risk assessment will be carried out on the mothers return to work |        |       |
| Initial Review Date:   |        |       |
| Assessor   | Print: | Sign: |
| Person assessed  | Print: | Sign: |
| Second Review Date:  |        |       |
| Assessor   | Print: | Sign: |
| Person assessed  | Print: | Sign: |

### Appendix 7: Water Safety Manual Contents

The school has employed Brodex, a firm of water safety specialists to prepare a water safety manual for all the school buildings, [boarding houses and residential accommodation].

The manual includes schematic drawings of:

- All the hot and cold-water systems, water tanks, calorifiers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings
- The fire suppression systems

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- The use of thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

### PHYSICAL PREVENTATIVE MEASURES

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that either have been taken or are planned in order to control the risk of legionella at the school:

- All metal cold water tanks have been [replaced by covered plastic tanks]/ [covered] to ensure that they are free from debris.
- "Point of use" water heaters have been introduced in. [We plan to introduce them in [ ] over the next summer holiday].

- Redundant pipe work has been removed from the [Science Building and the Catering Department] and will progressively be removed elsewhere [as "point of use" water heaters are introduced].
- All hot pipes and calorifiers/hot water tanks have been insulated.
- Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

## Appendix 8: Internal Control Measures

All Operatives in our Maintenance Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

### Taps

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold-water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

### Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven-day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly

### Toilets

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

### Fire Hose Reels

- Fire hose reels are inspected and tested annually. Staff are instructed to operate the valve slowly to avoid creating aerosols.

### Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

#### Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.
- All cold-water systems that are unused during the holidays are also thoroughly flushed through before use.

### **Appendix 9: External Control Services**

We employ external contractors to help us to manage water safety in the following areas:

#### Heating plant, Air Conditioning and Condensers

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually and the system is drained.
- The calorifiers/hot water tanks are checked and descaled.
- The heating system is serviced, sludge removed
- Inhibitor chemicals are topped up

#### Water Sampling

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Drinking water is sampled and tested once a month

Plumbed water coolers and water fountains are tested.

Six-Monthly: Waste water and effluent are sampled and tested

Annually: Water samples from the calorifiers are tested

The thermostats on taps are checked and repaired/replaced.

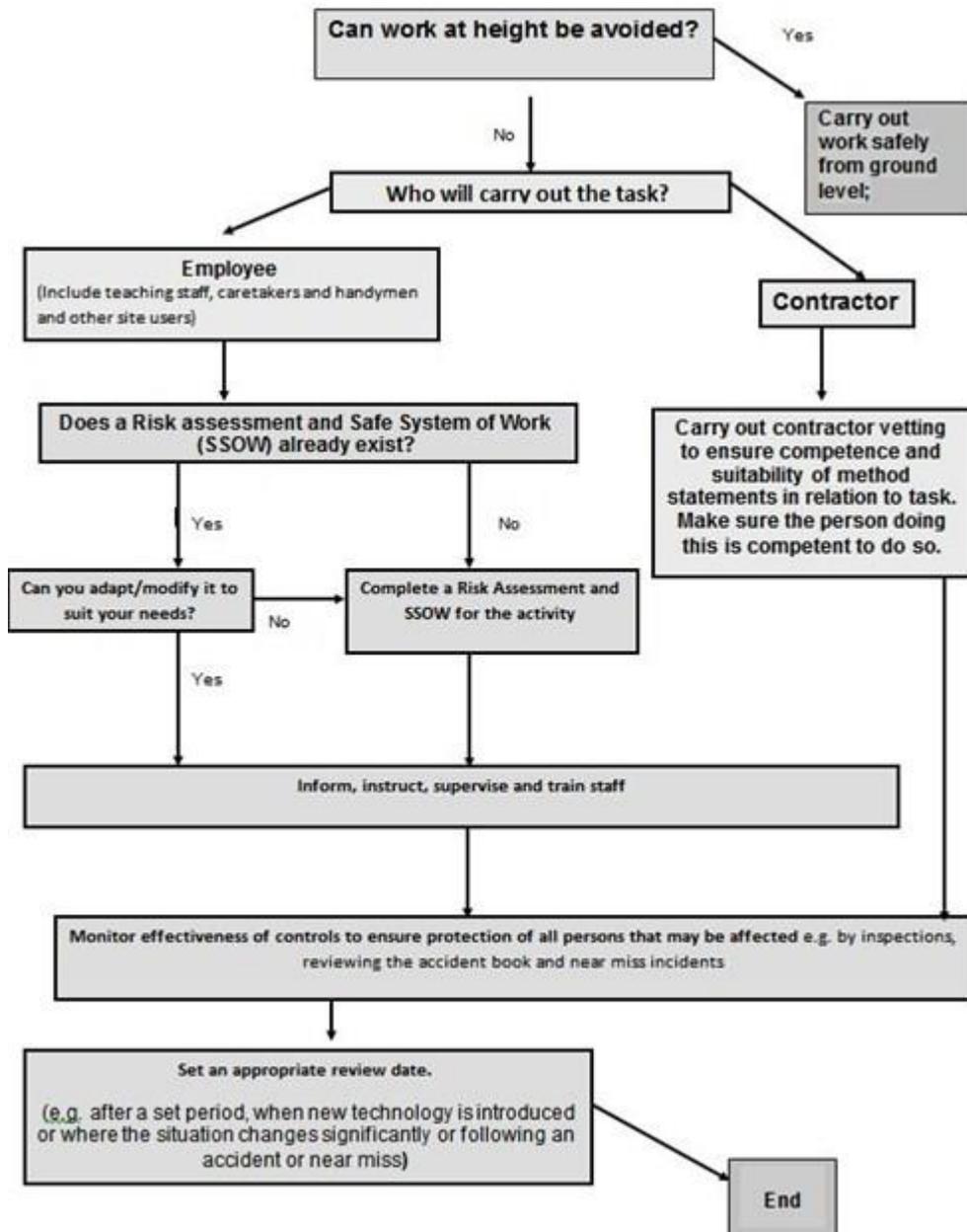
Point of use water heaters are checked and serviced

Cold water tanks and pumps are inspected

#### Drains

External drains are inspected and jetted annually.

### **Appendix 10 Schools Working at Height Flowchart**



**Appendix 11: Model COSHH Assessment Sheet**

|                                 |  |
|---------------------------------|--|
| Substance:                      |  |
| Manufacturer/Supplier           |  |
| Hazardous Ingredient(s)         |  |
| How is the substance Hazardous? |  |

|  |  |
|--|--|
|  |  |
| Where is the substance stored?   |  |
| How is the substance stored?   |  |
| Where is the substance used?   |  |
| What precautions should be taken?  |  |
| Emergency Procedures/First Aid<br><br> |  |
| Telephone number of School Nurse:  |  |

To be completed by all staff who use this product:

I have been trained in the safe use of this product. I understand that I can obtain further information from the SBM

| NAME | SIGNATURE | DATE |
|------|-----------|------|
|      |           |      |