



Health and Safety Policy

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Ratification

Role	Name	Date
Chair of Trust Board	Richard Penska	
Chief Executive Officer	Kaye Palmer-Greene	

Details of Policy Updates

Date	Details

PART ONE: STATEMENT OF INTENT

The Trust Board and CEO recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed by the Trust Board and CEO.

In particular the Trust Board and CEO are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Trust Board and CEO also recognise their obligations to non-employees and provide trainees, members of the public, pupils,

contractors, etc, or anyone who is or may be affected by the school's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Trust Board and CEO will ensure adequate resources, including finance to implement the Policy.

The Trust Board and CEO are committed to this Policy and all staff are required to comply. They are encouraged to support the Trust Board and CEO's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Trust Board.

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PART TWO – ORGANISATION

Organisation – Introduction.

In order to achieve compliance with the Trust Board and CEO’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

The Duties of the Trust Board

The Trust Board has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the CEO the Trust Board will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the CEO

The CEO has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Trust Board the CEO will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The CEO will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.



<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p><i>All incidents should be reported by employees to their Line Manager and/or Director of Finance and Operations. H&S Accident Reporting forms are located in the staff room. These should be completed as soon as possible after the incident and passed to the Director of Finance and Operations.</i></p> <p><i>Health and safety concerns or damages and repairs should be reported as soon as possible after being observed via the School Premises Compliance System (Every).</i></p>
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p><i>There is a generic student risk assessment held on the Teacher shared drive. This should be personalised by Class Teachers / Tutors after their arrival and updated on a regular basis and following any H&S concerns or changes.</i></p>

<p>School Health and Safety Representatives</p> <p>The Trust Board Body and CEO recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the CEO or Trust Board.</p>	<p><i>Currently no TU Health & Safety Representatives at either school. Advice to be sought from appointed H&S Adviser with regard to electing representatives.</i></p>
<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head of School and/or their representative whilst on the school site.</p>	
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	

<p>Learning Support Assistants</p> <p>Learning Support Assistants have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p>The Duties of External Visits Coordinators (EVC)</p> <p>The External Visits Co-ordinator (EVC) ensures that all off-site activities and Educational Visits, regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the school.</p>	
<p>The Duties of Premises Manager (Director of Finance and Operations & Site Lead)</p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the Health and Safety Policy Document and taking effective action and/or immediately referring to the CEO any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	
<p>Volunteer Helpers</p> <p>Volunteer helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer helpers are directly accountable to their Line Manger whilst on the school site.</p>	<p><i>All Volunteers are DBS checked and provided with key information on their first day in accordance with the induction checklist.</i></p>

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Title	Action/Arrangements
Communication The school recognises the importance of communication to stakeholders such as staff, visitors, pupils, parents, volunteers, contractors etc:	Director of Finance and Operations	<i>The school Sign-in System details procedures for fire evacuation and H&S reporting procedures.</i>
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Director of Finance and Operations / H&S Governor	

Section 1 - RISK ASSESSMENT

<p>Risk Assessment</p> <p>The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed annually or where there is a change in circumstances.</p>	<p>Various</p>	<p><i>The following staff are responsible for completion of risk assessments within the following areas:</i> <i>Director of Finance and Operations / Site Lead - whole school site</i> <i>Class Teachers / Tutors - PHP's and individual risk assessments for each child in their class.</i> <i>Class Teachers - Classroom Risk Assessments.</i></p>
<p>School Trips/Offsite Visits</p> <p>The school complies with DFE Guidance on offsite visits and school journeys.</p>	<p>EVC Co-ordinator</p>	<p><i>Off site visits folder on Teachers shared drive contains relevant H&S procedure.</i></p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Site Lead</p>	<p><i>Ladders are stored in the boiler room which is kept locked at all times and any use is agreed in advance with the Site Lead. Controls are in place that any working at height is supervised to ensure safety of person.</i></p>
<p>Noise</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		<p><i>Not a high risk at either School.</i></p>

<p>Violence to Staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process as detailed in notes.</p>	<p>Head of School</p>	<p><i>NS82° & NS240° are schools for students with SEMH difficulties so violence is a significant risk. Staff are trained in Team-Teach and this training is refreshed regularly.</i></p> <p><i>Both schools have CCTV in place.</i></p> <p><i>Students have individual risk assessments.</i></p> <p><i>Most staff are equipped with personal radio devices.</i></p> <p><i>The police are contacted if there are concerns about the safety of staff / students beyond the training of school staff to respond to.</i></p> <p><i>Accident/Injury report forms are located in the staff room.</i></p> <p><i>Daily briefing and de-briefing meetings are held in which concerns can be raised.</i></p> <p><i>Paperwork / policy / RA can be updated as a result of this.</i></p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Key Holders: Site Lead / Caretaker / Director of Finance and Operations</p>	<p><i>Property is alarmed & has CCTV. All staff & visitors are advised of emergency procedures. All visitors are asked to sign in and out of the building and given a visitor badge for recognition. Prohibited areas outside and inside the building of which children are aware, high level of break time supervision. There is a security policy in place.</i></p>
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Site Lead / Director of Finance and Operations</p>	<p><i>Lone working is not recommended but procedures are in place, all staff have to notify one of the persons named if they are likely to be working in the holidays. All rooms are checked each day/evening before the locking up procedures are undertaken. Where possible staff are advised to leave the building in pairs. Director of Finance and Operations is responsible for Risk Assessments on lone working. There is a lone working policy in place.</i></p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>Various</p>	<p><i>Low level substances eg. washing up liquid, PVA glue, paints. All teaching staff are responsible for day to day use and correct storage of these items. Art & DT materials are kept locked away and used under the supervision of adults. Cleaning substances etc are kept in a locked cupboard and only used by cleaning contractors. Science chemicals are stored in line with department guidance in locked prep room.</i></p>
<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Various</p>	<p><i>PPE as needed by Site Lead will be provided including High Vis jacket, heavy duty work trousers and steel toe cap boots. High Vis jackets for staff walking children to and from swimming and for staff on car park duty. Safety goggles provided in science and construction. Appropriate PPE is provided for undertaking Lateral Flow Testing and disposable face masks and gloves are available on request.</i></p>

<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>Various</p>	<p><i>Staff who drive the school mini-bus must provide their driving license details to the admin team with permission for a driving license check to be undertaken. Staff who transport children in their own cars must also provide a copy of their insurance certificate. Documents are checked annually. The car park is monitored by staff wearing high-vis jackets at drop off and pick up times. Radios are used to communicate with other staff.</i></p>
<p>Manual Handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.</p>	<p>Site Lead In-house Team Teach Trainers</p>	<p><i>Site Lead is trained in manual handling.</i></p> <p><i>All appropriate staff are Team Teach trained. See Physical Intervention Policy. All incidents of Physical intervention are recorded in a bound book and reviewed by Team Teach trainers and SLT on a regular basis.</i></p>
<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject Leaders / Class Teachers / Tutors</p>	<p><i>There is a bank of generic risk assessment on the Teacher shared drive which can be adapted for a variety of activities.</i></p>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: ‘Work-related learning and the law’, Guidance for schools and school-business link practitioners and ‘Work experience a Guide for secondary schools’.</p>	<p>WEX Co-ordinator</p>	<p><i>Incoming: Placement body i.e. College or University can visit site to risk assess. Outgoing: Organisation to be visited by the co-ordinator in advance of the WEX taking place.</i></p>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. DSE workplace assessments are conducted for all regular DSE users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<p><i>Regular users are advised to take regular breaks from their screens. Staff are able to claim costs towards eye tests under the Employee Assistance Programme.</i></p>

<p>Playground Supervision/Play Equipment and Maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>Site Lead / Caretaker</p>	<p><i>Site Lead / Caretaker checks play equipment weekly and reports to Director of Finance and Operations any defects that may affect safe use of equipment. All breaks are supervised by staff and instruction on safe use of equipment given. SMT are available throughout break times if needed with one member out in playground each break. All equipment is inspected annually by an outside agency to check for defects etc.</i></p>
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Section 2 – PREMISES

<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held on the School Premises Compliance System (Every).</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>PAT testing carried out annually</i> <i>Fixed wire test carried out 5 yearly</i> <i>All electrical and mechanical works within the school are carried out by suitably qualified contractors who hold a current DBS certificate.</i></p>
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis. The frequency of these inspections is much dependant on the use and type of equipment and is detailed on the School Premises Compliance System (Every).</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Inspection documents stored on the School Premises Compliance System (Every).</i></p>
<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer (Director of Finance and Operations) who has responsibility for implementing the Asbestos Management Plan. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Asbestos report/register held in Premises Log book located in the school office</i> <i>All tradesman/contractors are asked to inspect the register before commencing works.</i></p>

<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Any works that are required during holiday periods are arranged via the Director of Finance and Operations / Site Lead who will attend site regularly to check on works carried out, answer queries and problem solve.</i></p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Contractors follow requirements of the construction Design and Management Regulations/school exercise the duties of the client as contained therein. For all larger scale works liaison between BCC Surveyor, contractors and Director of Finance and Operations where clear timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible) and access/emergency access requirements are discussed and agreed. All contractors are required to sign in and are made aware of H&S procedures.</i></p>
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Contractors are expected to report to Director of Finance and Operations or Site Lead in her absence prior to start of work, approval prior to start of work will be given by CEO and/or Director of Finance and Operations. Controls such as visitor's badges and advice provided to contractors whilst on site by Director of Finance and Operations or Site Lead. Contact details are given should a problem arise, confirmation of timescales equipment and services available e.g. access to services fire precautions/procedures and any particular problems on school site such as overhead cables/access etc) are discussed with Director of Finance and Operations and contractor.</i></p>
<p>Lettings</p> <p>The school ensures that the hirer/tenant is provided public liability insurance via the school in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Head of School is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<p><i>All lettings are subject to signature of agreement before letting takes place and confirmation of PL Insurance. Hirers are made aware of use of premises and any restrictions. There is a lettings policy in place.</i></p>

<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>All Staff / Director of Finance and Operations / Site Lead</p>	<p><i>Any hazards, obstructions, spillages, defects or maintenance issues/requirements are reported via the School Premises Compliance System (Every). The Site Lead will ensure correct procedures/actions are undertaken to clear hazard, obstruction or spillage. Appointment of contractor/tradesman with regard to defects or maintenance will be authorised by the Director of Finance and Operations and in her absence the Site Lead.</i></p>
<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Site Lead. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Site Lead / Director of Finance and Operations / Representative of Contractor</p>	<p><i>Cleaning is outsourced to an external provider. Inspections are undertaken by the contractor's representative. Deep cleaning is undertaken in the school holidays. Training is provided by the contractor and any defects with equipment is reported by cleaning staff to the contractor. Cleaning products used by the contractors are kept in a locked cupboard.</i></p>
<p>Transport Arrangements (on-site)</p> <p>The school cannot segregate access traffic, vehicular and vulnerable pedestrians and cyclists, therefore signage is displayed at the entrance stating a 5mph speed limit. There is a circular system for entry and exit into the school.</p>	<p>All Staff</p>	<p><i>The majority of pupils are taxed into the school via BCC Home to School Transport, therefore pedestrians are kept to a minimum. School gates are automated therefore no vehicles are able to enter site without prior authorization.</i></p>
<p>Bus Duties (supervision of pupils boarding school buses)</p>	<p>All Staff</p>	<p><i>Adults accompanying pupils on off-site visits are responsible for children safely embarking and disembarking the school minibus.</i></p>
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Grounds/tree maintenance is outsourced to an external provider. Regular site walks are undertaken by the Director of Finance and Operations and Site Lead and with the H&S Governor periodically. Fire alarm checks are undertaken weekly by the Site Lead / Caretaker. Fire alarm system and Security Systems checked annually and records stored on the School Premises Compliance System (Every).</i></p>

<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Works are overseen by Site Lead. Checks are carried out annually on Gas and Electrical items, visual checks are carried out daily by all members of staff using gas or electrical equipment.</i></p>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Glazing is visually inspected regularly by the Site Lead. Any breakages that require urgent attention are reported via the School Premises Compliance System (Every).</i></p>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented. A process is also in place to deal with any actions should they arise.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Site Lead / Caretaker runs the water system through each week for 5 mins per non-regularly used outlet. Water checks & certificates are stored on the School Premises Compliance System (Every). Monthly checks to ensure correct temperature and identification of any concerns is outsourced to an external provider.</i></p>

<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, on site and a sufficient supply of grit/salt is available.</p>	<p>Director of Finance and Operations / Site Lead / CEO (school closure)</p>	<p><i>The Site Lead is responsible for the spreading of grit and salt around the school site. The CEO and the Chair of Trust Board are responsible for decision making on dangerous/icy areas and ultimately if the site needs to be closed for the Health & Safety of students and staff due to adverse weather conditions.</i></p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>CEO / Director of Finance and Operations</p>	<p><i>Poster is displayed in the staff room. Procedures detailed there-in are followed and notification to relevant body will be carried out by CEO or Director of Finance and Operations.</i></p> <p><i>Hand sanitiser and anti-bacterial wipes are readily available and fogging is undertaken following any outbreaks.</i></p>
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special educational needs.</p>		<p><i>Care plans for individual children are held in the child's class / tutor and all staff are briefed and informed of plan for the child. All medication is held in a locked storage cupboard in the medical room and relevant training has been undertaken by nominated staff to ensure correct procedures are followed.</i></p>

<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Nominated members of staff</p>	<p><i>Administration of Medication Training has been made available to nominated staff to ensure correct procedures are followed when administering prescribed medication to pupils. Non-prescribed medication eg. Paracetamol are administered after receipt of original box and signed consent form from parent/guardian/carer of child.</i></p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Nominated members of staff</p>	<p><i>Nominated members of staff undertake emergency first aid at work and / or paediatric first aid training. Notices advising of the location of first aid boxes are displayed around school.</i></p> <p><i>Lead First Aiders are currently:</i></p> <p><i>NS82° - Henny Robinson</i></p> <p><i>NS240° – Lizz Gillam / Sarah-Jayne Marshall</i></p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>All Staff</p>	<p><i>Staff are responsible for completing Accident Report Forms as necessary. Near misses are reported to line managers and/or the Director of Finance and Operations.</i></p>

<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Fire Risk assessment held in the Premises Log book. Fire drills carried out once a term, firefighting equipment held in various locations throughout the school. Nominated members of staff have undertaken Fire Marshall training. Fire alarm is tested weekly by Site Lead / Caretaker. Fire notices are displayed detailing the location of the Fire Assembly Point.</i></p>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>CEO / Senior Leadership Team / Director of Finance and Operations / Middle Leaders / Site Lead</p>	<p><i>Emergency Plan to be reviewed and updated for review by FARR Committee, Term 1 2021/22</i></p>

Section 4 - MONITORING AND REVIEW

<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>Director of Finance and Operations / H&S Governor / FARR Committee</p>	
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>Director of Finance and Operations / H&S Governor / Site Lead</p>	<p><i>Regular inspections are carried out by the Director of Finance and Operations / Site Lead / H&S Governor. Internal inspections of curriculum areas are carried out by individual teachers and any problems/defects reported via the School Premises Compliance System (Every).</i></p>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>Director of Finance and Operations / H&S Governor / Site Lead</p>	<p><i>The school has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc annually. The Health and Safety Policy Document is reviewed annually and approved by the FARR Committee.</i></p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Director of Finance and Operations / Site Lead</p>	<p><i>Undertaken by external H&S Adviser annually.</i></p>

Section 5 -TRAINING

<p>Staff Health and Safety Training/Competence</p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Head of School undertakes a training needs analysis to identify the competency requirements of specific job roles and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>	<p>Senior Leadership Team</p>	<p><i>Staff training is recorded on the CPD log and training certificates are held in staff personnel files. During Performance Review training needs are identified and discussed.</i></p>
<p>Supply and Student Teachers</p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Head of School is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Head of School gives guidance on the work to be covered.</p>	<p>Senior Leadership Team / Middle Leaders</p>	<p><i>All Supply staff and student teachers are DBS checked and provided with key information on their first day in accordance with the induction checklist to ensure they are aware of procedures and conduct expected within the school.</i></p>

<p>Volunteer Helpers</p> <p>Volunteer helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Heads of Key Stage</p>	<p><i>All Volunteers are DBS checked and provided with key information on their first day in accordance with the induction checklist. This includes information on child protection and safeguarding and details of reporting procedures.</i></p>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>The Staff Room has rest facilities for expectant mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Senior Leadership Team</p>	<p><i>A detailed Risk Assessment for New and Expectant Mothers will be undertaken by the line manager on notification of pregnancy and will be regularly reviewed. Appropriate adjustments will be made to working practices taking into account the nature of the job role, GP recommendations and DfE guidance in relation to Covid-19.</i></p>
<p>Health and Well Being Including Absence Management</p> <p>The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Senior Leadership Team</p>	<p><i>The schools subscribe to an Employee Assistance Programme for all staff. Stress Risk assessments are undertaken as necessary. There is a process in place for return to work meetings following absence.</i></p>
<p>Smoking on Site</p>	<p>Senior Leadership Team</p>	<p><i>No smoking on the school site.</i></p>

Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Director of Finance and Operations / Site Lead	<i>Recycling bins are located in all classrooms and offices. Waste paper is recycled weekly.</i>
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Director of Finance and Operations / Site Lead	<i>Sanitary waste is collected regularly. Confidential waste is collected on an ad hoc basis when needed. Specialist contractor is used for the disposal of science chemicals as necessary.</i>

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice.	Contractor	<i>Catering is outsourced to an external provider. Periodic inspections from Food Standards Agency.</i>
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Section 9 – HEALTH AND SAFETY ADVICE

Information		<i>HSE Website, DFE, COSHH guidelines.</i>
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