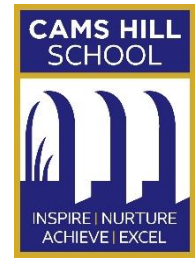


CAMS HILL SCHOOL HEALTH & SAFETY POLICY



Uncontrolled copy when printed

Statutory
Date Created: 30 August 2012
Last Reviewed: 30 September 2022
Review Period: Annually
Ratified by Governors: 17 October 2022
Next Review Date: 30 September 2023

Contents

Statement of Intent.....	4
Organisation	5
Employer Responsibility	5
Responsible Manager	5
All Staff (including volunteers)	5
Estates and Health & Safety Manager (EHSM)	5
Fire Safety Co-ordinators	6
Fire Evacuation Manager.....	6
Asbestos Competent Person	6
Accident Investigator.....	7
Legionella Competent Person	7
Governor Resources Committee	7
The Chair of Governors	7
Governor Pastoral Committee	7
Course Leaders	7
Health & Safety Committee	8
Display Screen Equipment Assessor	8
Educational Visits Co-ordinator (EVC)	8
Special Educational Needs and Disabilities Co-ordinator (SENDCo).....	8
Health & Wellness Officer	8
First Aid Trained Staff	9
Health & Safety Assistance and Advice	9
Arrangements.....	9
Accident/Incident Reporting and Investigation	9
Supporting Pupils with Medical Conditions	10
Asbestos Management.....	10
Child Protection.....	11
Community Users/Lettings.....	11
Contractors on Site.....	11
Curriculum Activities	11
Display Screen Equipment (DSE)	12
Duties - Pupil Safety	12
Electrical Equipment.....	12
Emergency Procedures.....	13

Fire Safety.....	13
First Aid.....	13
General Equipment	14
Good Housekeeping	14
Hazardous Substances.....	14
Hot Work Permits.....	15
Inspections and Monitoring	15
Legionella Management.....	15
Lone Working	16
Machinery & Equipment	16
Minibuses	16
Moving and Handling	17
New and Expectant Mothers.....	17
Off-Site Activities.....	17
Physical Intervention.....	17
Personal Protective Equipment (PPE)	17
Provision of Information	18
Risk Assessment	18
Smoking and Vaping.....	18
Stress and Wellbeing.....	19
Traffic Management.....	19
Training (Health and Safety Related)	19
Violent Incidents.....	19
Visitors.....	20
Vulnerable Persons.....	20
Work at Height	20
Waste Disposal	21
Further Documentation.....	21
Policies and Procedures	21
Appendices	21
Appendix 1.....	22
Lone Working Risk Assessment & Guidance	22
Hazards.....	22
Control Measures	22
Appendix 2.....	23
Flow Chart of Roles and Responsibilities for Health and Safety	23

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and all council departments in order to pursue our Health and Safety Policy objectives.

Our aims are to:

- provide and maintain a safe and healthy working environment ensuring the welfare of all persons;
- maintain control of health and safety risks arising from our activities;
- comply with statutory requirements as a minimum standard of safety;
- consult with all staff on matters affecting their health, safety and welfare;
- provide and maintain safe systems, equipment and machinery;
- ensure safe handling, storage and use of substances;
- provide appropriate information, instruction and supervision for everyone;
- ensure staff are suitably trained and competent to do their work safely;
- continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health;
- assess risks, record significant findings and monitor safety arrangements;
- review and revise safety policies and procedures periodically and, when circumstances arise, may introduce a requirement to amend or improve arrangements;
- develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Governors will be instrumental in its implementation.

Organisation

Employer Responsibility

The overall responsibility for health and safety at Cams Hill School is held by the Governing Body who will:

- ensure that health and safety has a high profile;
- ensure adequate resources for health and safety are made available;
- consult and advise staff regarding health and safety requirements and arrangements;
- periodically monitor and review local health and safety arrangements.

Responsible Manager

The Headteacher is the Responsible Manager for the premises who will work with the Governing Body to:

- develop a safety culture throughout the school;
- consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively;
- assess and control risk on the premises as part of everyday management;
- ensure a safe and healthy environment and provide suitable welfare facilities;
- make operational decisions regarding health and safety;
- ensure periodic safety inspections are carried out;
- ensure significant hazards are assessed and risks are managed to prevent harm;
- ensure staff are aware of their health and safety responsibilities;
- periodically update the Governing Body as appropriate;
- produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- supporting the school's health and safety arrangements;
- ensuring their own work area remains safe at all times;
- not interfering with health and safety arrangements or misusing equipment;
- complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions;
- reporting safety concerns to their staff representative or other appropriate person;
- reporting any incident that has led, or could have led to damage or injury;
- assisting in investigations due to accidents, dangerous occurrences or near-misses;
- not acting or omitting to act in any way that may cause harm or ill-health to others;
- undertaking periodic health and safety training as required.

Estates and Health & Safety Manager (EHSM)

The Estates and Health & Safety Manager (EHSM) is responsible for undertaking a wide range of typical health and safety related duties on behalf of and under the direction of the Headteacher. The EHSM works within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.

The EHSM also has overall management of general premises facilities and acts on behalf of the Headteacher, and is responsible for the local management and completion of day-to-day premises matters and duties. The EHSM

is required to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the school's external health and safety support contractor as required.

The EHSM is responsible for ensuring all administration relating to health and safety matters is organised, up-to-date and kept secure.

The EHSM is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

The EHSM, together with the Co-Head of School, is responsible for the management and development of the health and safety strategy. They will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of, the Headteacher.

Fire Safety Co-ordinators

The Fire Safety Co-ordinators are the competent persons for fire safety on the premises and act on behalf of the Headteacher. They have attended an appropriate fire safety training course (Fire Risk Assessor) and will refresh this training every three years. The Fire Safety Co-ordinators are responsible for the oversight of the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The Fire Safety Co-ordinators are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the school's external health and safety support contractor as required.

The Estates and Health & Safety Manager and Ms J Wilson, Assistant Headteacher, are the Fire Safety Co-ordinators.

*Please also see **the Evacuation and Fire Procedures Policy** for further details.*

Fire Evacuation Manager

Ms J Wilson, Assistant Headteacher, has responsibility for managing the co-ordination of a fire evacuation and planned practice fire drills. She will work with the EHSM to ensure that practice drills are carried out on a termly basis and any actions that may arise are managed accordingly.

Asbestos Competent Person

The EHSM is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. The EHSM has attended training and will refresh at intervals not exceeding three years. All training records are retained.

The Asbestos Competent Person will ensure that all staff have a reasonable awareness of asbestos management and dangers. The EHSM is to ensure that the site team are competent in the use of the asbestos register and that asbestos is managed in accordance with school requirements.

The Headteacher will be advised of any condition or situation relating to asbestos which may affect the safety of any premises users.

Staff responsible must work within their level of competence and seek appropriate guidance and direction from the Headteacher and the school's external health and safety support contractor as required.

Accident Investigator

The on-site trained Accident Investigator is the EHSM who will lead on all accident investigations in accordance with school procedures.

Legionella Competent Person

The EHSM is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They have attended training and will refresh this training at intervals not exceeding three years and all training records are retained.

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.

They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and the school's external health and safety support contractor as required.

Governor Resources Committee

The aim of the Resources Committee is to support and challenge the assessment of health and safety related matters, in terms of maintenance and development of the premises and grounds including Health and Safety regulations. This Committee meet on a half termly basis to monitor and discuss on-site health and safety risks and feedback from the Pastoral Committee on Health and Safety in the learning environment, and recommend any actions necessary to ensure risks are eliminated as far as is reasonably practical, and that measures are taken to address Health and Safety issues arising in the learning environment should this performance appear or prove to be unsatisfactory. The Committee also has responsibility for monitoring and approving the Accessibility Plan and Building Development overview. Governors and staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Chair of Governors

The Chair of Governors has overall responsibility for Health and Safety but nominates a Governor for Health and Safety and, in addition to the Committee's health and safety involvement, they will monitor, report and review performance (supported with HSE guidance on Leading Health and Safety at Work) at least once a year to ensure the school is adhering to legal obligations under Health and Safety legislation.

Governor Pastoral Committee

The aim of the Pastoral Committee is to support and challenge the school with respect to the wellbeing of pupils and stakeholders including families and staff including the protection from harm and neglect. The Committee meet on a termly basis to monitor and discuss Health and Safety within the learning environment by monitoring site accidents and near misses and recommend any actions necessary should this performance appear or prove to be unsatisfactory.

Course Leaders

Course Leaders are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to their department's functions. They will

ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

Health & Safety Committee

Members of this Committee will consist of key staff within the school who are operational on-hand to manage and assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee is to meet once a term to monitor and discuss on-site health and safety performance within their own departments, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety Committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Health & Safety Committee consists of one member of staff within each high-risk department (Science, Design & Technology, PE, Art and Site). Meetings can comprise of all members together or one-to-one consultations, where necessary.

Members are also expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and training.

The Health and Safety Committee and its members will be reviewed on a termly basis.

Display Screen Equipment Assessor

Display Screen Equipment Assessors are responsible for carrying out workstation risk assessments of Display Screen Equipment as required under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). The Estates and Health & Safety Manager is DSE Assessor trained.

Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator (EVC) is responsible for ensuring all off-site visits, trips and residential activities comply with the policy and guidance laid down in the Hampshire County Council Outdoor Educational Procedures and that all relevant forms and checks are completed, and that attending staff are suitably qualified to undertake such ventures. The role of EVC is undertaken by the Senior Whole School Administrator – Transition & Admissions.

Special Educational Needs and Disabilities Co-ordinator (SENDCo)

The SENDCo is responsible for the health and safety of all children on the SEND register. By their very nature, there are often particular issues for children with SEND that the SENDCo must ensure other staff are aware of, for example, some SEND children will be less secure in following fire safety evacuation. The SENDCo must ensure that individual attention is given to the children on the register, in considering needs of health and safety.

The SENDCo will make sure relevant staff are aware of additional adjustments or equipment needed to ensure their safety whilst in school. This includes individual evacuation plans.

*Please also see **Special Educational Needs Policy** for further details.*

Health & Wellness Officer

The Health & Wellness Officer has a valuable role to play in providing a support service for pupils, dealing with illness, injury and emotional wellbeing. As well as ensuring records are completed and the upkeep of the Medical Office, they must ensure that first aid equipment is available and well-maintained across the school and available for all school trips.

The Health & Wellness Officer manages all accidents and records details via SIMS, Accident Data Spreadsheet and completes the necessary Accident Form and Risk Assessment if applicable. The EHSM has oversight of the accident data and is the Accident Investigation Officer.

First Aid Trained Staff

First Aid trained staff manage any first aid needs that may arise and support the Health & Wellness Officer where required. All First Aid trained staff must regularly update their training in line with the requirements of national legislation. All staff that manage/cover the Medical Office must be trained at least to the standard of the 3-day First Aid course/certification.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Health & Safety Assistance and Advice

An external health and safety support contractor is the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the external health and safety support contractor must be sought.

Arrangements

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

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

Accident/Incident Reporting and Investigation

Any accident, incident or injury involving pupils, staff, visitors or contractors must be reported immediately to the Health & Wellness Officer (or the Site Team outside of the school day) and recorded sufficiently in 'SIMS' (the school's data management information system).

Notifiable accidents must be followed up with an accident form for further investigation. A notifiable accident is categorised as one of the following:

- Accident in connection with a school premises failing
- Accident that was a result of inadequate supervision
- Accident resulting in a severe injury (break, fracture, severe burn, deep laceration)
- Accident resulting in an injury that arose out of or in connection with a work activity and pupil is taken directly from the scene of the accident to hospital for treatment (as per HSE guidance for reportable RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Pupil/Staff/Visitor accident forms are kept in the Medical Room and the Health & Wellness Officer (or another trained member of staff) is to complete the form and subsequent risk assessment if required.

Accidents that are notifiable to the Health & Safety Executive (HSE), are to be reported using the HSE's online RIDDOR (F2508) reporting system. This also applies to dangerous occurrences and diseases. More detailed

information from the HSE school's guidance for incident reporting can be found on the following pdf link: <http://www.hse.gov.uk/pubns/edis1.pdf>

All significant accidents and incidents are to be immediately reported to the Headteacher. The trained accident investigator for Cams Hill School will conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent recurrence.

The Headteacher will ensure that the Governing Body and Senior Leadership Team are appropriately informed of all notifiable accidents. All accident/incident reports will be monitored by termly reports to the Governor Pastoral Committee for trend analysis and include detailed actions in order that repetitive causal factors may be identified to prevent recurrences.

Premises hirers and community third party users must report all incidents related to unsafe premises or equipment to the school through the Site Team. The school can then appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Supporting Pupils with Medical Conditions

*Arrangements regarding medicines are set out in the **Medical Policy**.*

Asbestos Management

Asbestos management on site is controlled by the Asbestos Competent Person. The Asbestos Register is located in Main Reception and is to be shown to all contractors who may need to carry out work on site.

Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person.

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

Asbestos inspection surveys are to be carried out on an annual basis or when any changes are made to the existing infrastructure.

In April 2018, the school undertook an Asbestos Management Survey which was conducted by an external Asbestos licenced contractor. The survey report numbered PR04166 issued to the school on 16 May 2018 details the school's Asbestos Action Plan and Risk Assessment. This is managed in conjunction with the Health and Safety 'Bring Up Diary'.

Please see report for further information.

Child Protection

Arrangements regarding child protection are set out in the school's **Child Protection and Safeguarding Policies**.

Community Users/Lettings

The Estates and Health & Safety Manager will ensure that:

- third parties and other extended service users operate under hire agreements;
- a risk assessment for the activity is completed;
- the premises are safe for use and are always inspected prior to, and after each use;
- means of general access and egress are safe for use by all users;
- all provided equipment is safe for use (if applicable);
- fire escape routes and transit areas are safe and clear of hazards;
- hirers are formally made aware of fire safety procedures and equipment.

Contractors on Site

The Headteacher and/or Estates and Health & Safety Manager must ascertain competence prior to engaging contractors' services by the need for the contractor to demonstrate evidence of competence against their safe working practices for specific work being undertaken. All contractors will require adequate Risk Assessments and Method Statements to be sighted to demonstrate their level of competence.

All contractors must report to Reception where they will be asked to show ID, read the Health and Safety Guidance Leaflet for Contractors (yellow copy) and sign the visitor's book and asbestos register. Signing in indicates that they have read and understood the information. All contractors must be issued with the local project specific contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements from the EHSM.

The EHSM and/or responsible member of staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Contractor work on site during holiday periods must be pre-arranged via the EHSM. The same rules as above apply.

*Please also see the **School Visitors and Contractors Policy** for further information.*

Curriculum Activities

All safety management and risk assessments, including COSHH, for curriculum-based activities will be carried out under the control of the relevant Course Leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Science, Design & Technology, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, Ray West and any Hampshire County Council Outdoor Ed, PE & Sport Service SLA requirements, as appropriate. Course Leaders and the appropriate subject teachers/technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Higher level risk classrooms have appropriately trained staff to undertake higher level Risk Assessments. This training is monitored by the EHSM.

In addition, the EHSM will monitor, record and review procedures with the relevant members of staff to ensure compliance. Records will be kept in the Health and Safety bring-up diary system.

Display Screen Equipment (DSE)

All users must complete periodic workstation assessments and any issues will be actioned as necessary by the DSE Assessor who will carry out a risk assessment with support from the relevant department/line manager. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Reviews must be completed when changes to a workstation are made.

Following initial set up at induction, new staff are invited to complete an assessment within their first month if any changes become necessary to their workstation. Staff whose optician confirms that spectacles are necessary for DSE work are entitled to a free eye test and £60.00 towards the cost of spectacles every two years.

All staff are considered DSE users.

Duties - Pupil Safety

A statutory duty rota has been produced to ensure that adequate supervision is available outside of lesson times across all areas of the school, including roads, play areas, pathways, car parks and gates.

- Duty staff ensure pupils have an adequate amount of freedom within the school, commensurate with enjoying a healthy and safe environment.
- Duty times include before school, break/lunch times and after school.
- Duty staff must report any Health and Safety concerns as soon as possible.
- Staff are given access to radios to support communication while on duty.

*Please also see the school's **Child Protection Policy**.*

Electrical Equipment

The Estates and Health & Safety Manager will ensure that:

- only authorised and competent persons are permitted to install or repair equipment;
- equipment is not to be used if found to be defective in any way;
- defective equipment is to be reported and immediately taken out of use until repaired;
- all portable electrical equipment will be inspected annually;
- computer equipment will be inspected and PAT tested annually;
- equipment inspection is carried out by suitably competent and qualified persons;
- private electrical equipment is not brought onto the premises or used unless its use is approved by a competent PAT tester and it has been tested;
- ad hoc testing will be undertaken by a competent person/s;
- new equipment purchased by the school will be tested prior to use by a competent person.

Cams Hill School have fully trained PAT testers on site within the Site, IT, Technology and Science Departments. External competent suppliers to PAT test items such as microwaves, ovens and washing machines will be contracted to complete works on an annual basis. Records of inspections are kept with the site team and included in the bring-up diary system. Monitoring and reviews are conducted periodically by the EHSM.

Fixed plant electrical equipment and mains fixed electrical equipment testing is carried out by an external contractor and completed within the 5-year statutory guidance (or schedule of 20% coverage once a year over a 5-year period). Records kept are kept with the site team, defect items are addressed as per recommendation and added to the Spiceworks scheduling system. Records will also be kept in the health and safety bring-up diary system.

The EHSM will email periodical reminders to all staff about electrical safety using the Health & Safety bring-up diary to manage communication and record. Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the Site Team and attended to as soon as possible. Staff can do this via email to siteteam@camshill.com.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies (lockdown).

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes pupils and staff. All staff are emailed by the Health & Wellness Officer to alert them that a new PEEP is in place. The Health & Wellness Officer holds the PEEPs on file in the Medical Room.

*Please also see the **Evacuation & Fire Procedures (including Lockdown), Disaster Procedures (Contingency Plan) and Examinations Emergency Evacuation Procedures** for further information.*

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual, a copy of which is held in the 'Health & Safety Staff Resources IT Folder'. The EHSM and Ms J Wilson, Assistant Headteacher, are the schools' Fire Safety Co-ordinators and the competent persons for fire safety on the premises, and are the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the Fire Safety Co-ordinators that:

- all staff complete fire safety training at intervals not exceeding three years;
- fire safety procedures are readily available for all staff to read;
- fire safety information is provided to all staff at induction and periodically thereafter;
- evacuation routes and assembly points are clearly identified;
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire;
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked as flammable;
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with premises fire safety manual;
- the fire risk assessment is reviewed annually by the fire safety co-ordinators and amended as new hazards or required amendments are identified.

*Please also see **Evacuation and Fire Procedures (including Lockdown)** for further information.*

First Aid

Arrangements regarding first aid provision are set out in the **Medical Policy**. The names and locations of the first aid trained staff on site are listed on the training spreadsheet, held by HR.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

*Please also see **Medical Policy** for further information.*

General Equipment

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors. Course Leaders will work with the site team and technicians to ensure this is carried out accordingly and within the required timescales.

Records of inspections are kept with the site team and included in the bring-up diary system. Monitoring and reviews are conducted periodically by the Estates and Health & Safety Manager.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Staff can do this via email to siteteam@camshill.com. Emailing siteteam@camshill.com is also to be used for reporting general Health & Safety matters which need urgent attention such as maintenance, repair or removal from use. Monitoring and reviews are conducted periodically by the EHSM.

Good Housekeeping

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

- all corridors and passageways are kept free from obstruction;
- shelves in storerooms and cupboards are stacked neatly and not overloaded;
- floors are kept clean and dry, and free from slip and trip hazards;
- emergency exits and fire doors are not obstructed in any way;
- supplies are stored safely in their correct locations;
- rubbish and litter are cleaned and removed at the end of each working day;
- poor housekeeping or hygiene conditions are immediately reported.

The EHSM will email periodical reminders to all staff about the importance of good housekeeping using the Health & Safety bring-up diary to manage communication and record.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH or CLEAPSS assessment has been undertaken and reviewed/approved for safe use by the trained COSHH assessor. The school's COSHH assessor acting on behalf of the Headteacher is the EHSM.

COSHH & CLEAPSS safety data sheets and risk assessments are stored in the relevant departments/chemical location and copies are held with the Health & Wellness Officer in the Medical Room.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH & CLEAPSS assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless they have received guidance/instructional brief on COSHH Awareness from the onsite COSHH Assessor and then only when using the safe working practices and protective equipment identified in the COSHH & CLEAPSS assessments.

All hazardous substances are to be stored in a secure and signed storage unit when not in use. These are located in the following areas:

- Design and Technology staff store room (yellow chemical cupboard);
- Science chemical store room;
- Site - grey storage unit in site office hut;
- Cleaning - cupboards/store rooms located throughout the school.

These storage areas are to remain locked at all times and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team and in the Fire Manual/grab bag for emergency services.

Hot Work Permits

All contractors are required to have these when carrying out Hot Works at the school. The EHSM checks these are in place and that they include all necessary and important information before allowing the work to be carried out.

*Please also see the **School Visitors and Contractors Policy** for further information.*

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded and reported to the EHSM/Site Team via siteteam@camshill.com

Monitoring and inspections of individual departments should be carried out by Course Leaders and/or the subject teachers/technicians as nominated by the Course Leader. This includes classroom checklists which are to be completed at the beginning of each term. Any defects or issues raised during these routine documented inspections are to be reported to the site team as above and actioned/recorded. Any identified high-level risks or safety management concerns must also be reported to by the EHSM who will update the Governing Body at the Resources Committee.

The EHSM is to remind staff at the beginning of each term to complete the classroom checklists and monitor progress. They will also conduct ad-hoc inspections to ensure minimum health and safety requirements are being met.

Routine documented inspections of the premises will be carried out every month (site walk) in accordance with the site monthly inspection schedule (recorded in the bring-up diary system). A member of the Governing Body will also attend the site walks. Inspection findings are to be recorded and records retained. High level items to be reported at the Governor Resources Committee.

All inspections are recorded on the Health and Safety Bring-Up Diary System and monitored by the Estates and Health & Safety Manager.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Person who is the EHSM and licenced external contractor. They will manage and undertake all procedures regarding Legionella in accordance with procedures, risk assessments and guidance from the Health and Safety Executive. Records of all related training,

flushing, temperature monitoring, cleaning and defects are to be recorded in the Health and Safety 'Bring-Up diary' with paperwork to support stored in the Site Office.

Any high-level risk concerns must be reported to the EHSM who will liaise directly with the Governing Resources Committee to resolve the issue.

Lone Working

Site team members of staff have been identified as the only persons working in the school who are authorised to conduct work alone. The times of day lone working may be conducted include before 07:00 and between 19:00-21:30 Monday to Friday plus weekends/holiday time.

When site staff are lone working, they must not work at height, use equipment or chemicals.

Any other staff who decide to work 'out of their normal working hours' (eg weekends) must ensure they seek permission from their Line Manager and the Estates and Health & Safety Manager to ensure access to the school.

Definition of a lone worker:

A lone worker (LW) is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required.

*Please see **Appendix 1 - Lone Working General Risk Assessment & Guidance** for further information.*

Machinery & Equipment

Maintenance of all school equipment is carried out on a regular basis to ensure that the school complies with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- general inspections of equipment by trained staff;
- annual checks on portable electrical equipment - with regular monitoring;
- annual service of heating equipment;
- annual service of fire extinguishers;
- servicing of fire alarm systems under contract;
- servicing of catering equipment under contract;
- five-yearly checking of fixed electrical wiring;
- emergency lighting under contract.

Minibuses

The Estates and Health & Safety Manager is responsible for the operation and maintenance of the school's minibuses in accordance with school procedures.

Drivers of the school minibuses must be aged 21 or over. Within the last four years, they must have been tested and passed by an instructor who has qualified under the Minibus Driver Awareness Scheme (MiDAS). In exceptional circumstances, drivers who have not been tested may drive the minibus, but only with the prior approval of the EHSM, but will not be permitted to drive with more than two front seat passengers. All drivers of the school minibuses will have submitted their driving licence to the school to comply with Insurance Company requirements. Drivers who have exceeded six penalty points on their licence cannot drive the school minibuses. Drivers who exceed this limit after their inclusion on the list of registered drivers must immediately inform the Educational Visits Co-ordinator (EVC).

Please also see **Minibus Use Policy** for further information.

Moving and Handling

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any pupils supporting a member of staff with light moving and handling must have received instruction on how to do so safely and be closely supervised at all times.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Staff within the Site Team, Technology, IT, Music/Drama and Science Departments are expected to undertake regular physical work which would typically include significant moving and handling, therefore they must attend a formal moving and handling course specific to their work requirements.

Staff who regularly carry out significant moving and handling must wear sensible clothing and footwear of a 'sensible' nature which should be worn appropriately. 'Sensible' includes no excessively high heels, bare feet, slippers, flip-flops, or other backless shoes/sandals which could impede safe lifting and handling or cause a hazard when walking around the school site (especially up and down stairs).

New and Expectant Mothers

Cams Hill School follows the guidance and risk assessments available from the Health and Safety Executive (HSE). The Health & Wellness Officer completes the risk assessment with support from the EHSM, who oversees the assessment and supporting records, including managing arrangements for any reasonable adjustments that need to be made.

Off-Site Activities

Arrangements regarding off-site activities are managed in accordance with Hampshire County Council's Outdoor Education Service's procedures and guidance.

Physical Intervention

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

Please also see the **Child Protection Policy** for further information.

Personal Protective Equipment (PPE)

High Risk departments such as Science, Technology and Art follow the CLEAPSS procedures.

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will be applied by the school:

- provide suitable PPE;
- assess present PPE;
- maintain PPE;

- provide accommodation for PPE;
- ensure PPE is compatible;
- replace PPE where lost or damaged;
- ensure PPE is used properly through instruction and training of staff.

Under the same Regulations, staff will:

- use the PPE correctly;
- always wear PPE;
- report any loss or defect.

Provision of Information

The Estates and Health & Safety Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided through staff meetings, department meeting minutes, verbal and signature-based receipt of communication and email distribution.

The **Health and Safety Law** poster is displayed in Main Reception.

The Health and Safety Folder located within the Staff Resources Drive holds copies of all the current policies and associated procedures, plus risk assessment information and any updates to Health and Safety Law and Regulations.

Staff are directed by the EHSM on a regular basis to view this folder and its associated documents as appropriate to the health and safety related communications issued.

Risk Assessment

General risk assessment management will be co-ordinated by the Estates and Health & Safety Manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site is the EHSM who will oversee the correct completion of risk assessments as appropriate and records are kept up to date. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the appropriate departmental member of staff (for example Course Leader) or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the risk register section of the health and safety bring-up diary system and/or in hard copy in departments (plus soft copy saved within the Risk Assessment folder of the Health and Safety folder on the staff resources drive) and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the health and safety bring-up diary system.

Smoking and Vaping

Smoking and/or vaping is not permitted on the premises.

*Please also see **Smoking Policy** for further information.*

Stress and Wellbeing

Cams Hill School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. The school provides staff with an occupational health support service and support is also available from the school's insurer's counselling service. Further information is available from the HR Department.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic Risk Assessment which is available in the Risk Assessment folder of the Health and Safety folder on the staff resources drive.

Drivers on site should:

- comply with the Traffic Safety Site Risk Assessment;
- drive carefully;
- observe the speed limits;
- park sensibly taking into consideration other car users;
- be vigilant of children crossing.

*Please see **Road Safety Policy** for further details.*

Training (Health and Safety Related)

The Estates and Health & Safety Manager, on behalf of the Headteacher, is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist. Areas covered include Health & Safety Policy and associated procedures, security arrangements, good housekeeping, PAT testing, fire safety and evacuation, first aid and additional training requirements identified for their role.

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

- induction training regarding all the requirements of this Health & Safety Policy (as outlined above);
- updated training and information following any significant health and safety change;
- specific training commensurate to their own role and activities;
- periodic refresher training as identified specific to their role that will not exceed three yearly intervals.

Training records are held by the HR Department which is responsible for co-ordinating (with support from the EHSM) all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the Staff Health & Safety Induction Checklist.

All training requests are managed by the Deputy Headteacher, together with HR, and records are renewed on a regular basis for forthcoming refresher/renewal training.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Cams Hill School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents must be reported to the Headteacher/member of the SLT team and records are kept securely.

*Please also see the **Good Behaviour Policy, Managing Aggressive Behaviour, Child Protection Policy** for further information.*

Visitors

*Please see the **School Visitors and Contractors Policy** for further information.*

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions, etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site - this includes Personal Emergency Evacuation Plans (PEEPs).

The Health & Wellness Officer will complete the risk assessment supported by the EHSM and review periodically.

Work at Height

At Cams Hill School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task or by outside contractors (who will carry their own Risk Assessments).

The Competent Persons for Work at Height on the premises who have attended relevant training are the EHSM and Site Assistants who are authorised to:

- use steps, stepladders and leaning ladders in accordance with their training;
- provide step stool instructional training briefs to staff in accordance with policy;
- provide stepladder and steps training to staff (not leaning ladders);
- carry out periodic inspections of all on-site ladders, stepladders and podium steps;
- remove access equipment from use if defective or considered inappropriate for use.

The Competent Persons for Work at Height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms (PASMA training). All of the site team have received this specific PASMA training.

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

- any work to be carried out at height must be underpinned by a risk assessment;
- access equipment selected for work at height must be as per the risk assessment;
- any staff working at height must be appropriately trained to use the access equipment;
- staff are not to improvise or use alternative access methods of their own choice;
- use of any furniture, including tables and chairs, is forbidden for any work at height;
- staff may only use step stools if they have received a local instructional training brief from the Ladder and Stepladder Competent Person(s);

- Staff may only use stepladders if they have received training from the Ladder and Stepladder Competent Person(s);
- staff may only use leaning ladders if they have personally attended the relevant Ladder & Stepladder Safety course within the last three years;
- any safety concerns about a work at height task must be raised prior to work starting;
- access equipment used on site such as ladders and stepladders must only be those provided and are never to be lent to or borrowed from third parties or contractors;
- contractors working at height are to be appropriately supervised and must only use their own access equipment.

Waste Disposal

General waste - the disposal of this waste is carried out by an external contractor on a weekly basis (twice a week).

Recyclable waste - the disposal of this waste is carried out by an external contractor on a weekly basis (once a week).

Food waste - this waste is similarly disposed of by external contractor once a week.

Medical and Hygiene waste - this waste is also disposed of through an external contractor on a regular basis.

Hazardous waste - where there is a requirement to dispose of hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken and specialist contractors will be employed to carry out the disposal. Relevant records will be kept in the Health and Safety Bring-Up Diary System.

Further Documentation

Policies and Procedures

Child Protection Policy
 Disaster Procedures (Contingency Plan)
 Evacuation and Fire Procedures (including Lockdown)
 Good Behaviour Policy
 Managing Aggressive Behaviour
 Medical Policy
 Minibus Policy
 Road Safety Policy
 Safeguarding Policy
 School Visitors & Contractors Policy
 Smoking Policy
 Special Educational Needs Policy

Appendices

1. Lone Working Risk Assessment
2. Flow Chart of Roles and Responsibilities for Health and Safety

Appendix 1

Lone Working Risk Assessment & Guidance

Employers and employees have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

People at risk include the Site Team and anyone who comes into school alone during closure times, any member of staff working late or in a remote location.

Hazards

These may include, for example:

- a potential for violence or threatening behaviour towards an individual;
- the use of machinery, electrical or other equipment or chemicals;
- working in remote areas, particularly after dark and outside normal working hours;
- encountering intruders;
- working at heights, using ladders and lifting;
- competency, ability and medical condition of the individual.

This is not an exhaustive list and individuals will be expected to report all situations which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

All staff will:

- not undertake work for which they are not trained/qualified;
- take reasonable care of their own health and safety;
- not do anything to put themselves in danger;
- know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances;
- always follow reasonable targets;
- stop for regular breaks and, if possible, change activity;
- inform their line manager of any relevant medical conditions;
- inform their line manager of any hazards or accidents encountered;
- ensure a colleague, partner, friend, etc is aware they are working alone and who to contact in the event of overdue contact;
- where possible, ensure they have a mobile phone on their person;

Radios are available for members of staff to take to other areas of the building if they are working alone and use to contact the site team.

Where possible, outside of normal working hours, staff should arrange to be in school with others. Staff should inform each other when they are on the premises and when they are leaving by 'signing in' at Main Reception.

Appendix 2

Flow Chart of Roles and Responsibilities for Health and Safety

