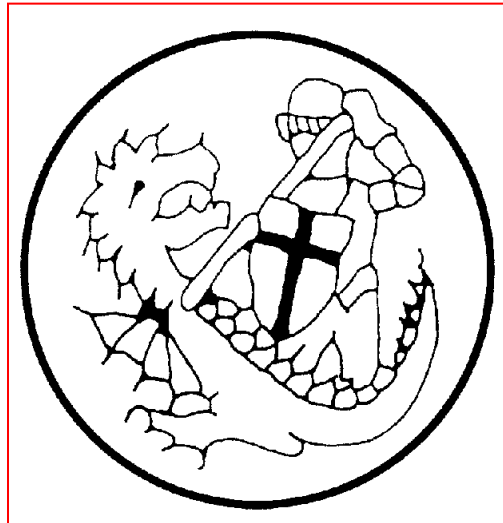


Rumboldswyke

Church of England

School



Health & Safety at Work Policy

Reviewed and approved by The Local Governing Body: Spring 2023

Statement of Intent

It is the intention of the Head of School to ensure so far as is reasonably practicable, the health, safety and welfare of all pupils, staff and other users of these premises including members of the public, and also during activities which are undertaken within the community.

This will be achieved by:

- Providing and maintaining a safe and healthy working environment ensuring the welfare of all persons.
- Maintaining control of Health & Safety risks arising from our activities.
- Complying with statutory requirements as a minimum standard of safety.
- Consulting with all staff on matters affecting their health, safety and welfare.
- Providing and maintaining safe systems, equipment and machinery.
- Ensuring safe handling, storage and use of substances.
- Providing appropriate information, instruction and supervision for everyone.
- Ensuring staff are suitably trained and competent to do their work safely.
- Continually developing a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assessing risks, record significant findings and monitor safety arrangements.
- Reviewing and revising safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Developing and maintaining a positive Health & Safety culture through regular communication and consultation with employees and their representatives on Health & Safety matters.

Our Health & Safety system has been developed to ensure that the above commitments can be met. All staff and directors will be instrumental in its implementation.

Organisation

The overall responsibility for Health & Safety at Rumboldswyke School is held by the Governors and Head of School who will:

1. Ensure that Health & Safety has a high profile.
2. Ensure adequate resources for Health & Safety are made available.
3. Consult and advise staff regarding Health & Safety requirements & arrangements.
4. Periodically monitor and review local Health & Safety arrangements.

Health & Safety Officer

The Health & Safety Officer for the school is the Head of School who will act to:

1. Develop a safety culture throughout the school site.
2. Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
3. Assess and control risk on the premises as part of everyday management.
4. Ensure a safe and healthy environment and provide suitable welfare facilities.
5. Make operational decisions regarding health and safety.
6. Ensure periodic safety tours and inspections are carried out.
7. Ensure significant hazards are assessed and risks are managed to prevent harm.
8. Ensure staff are aware of their Health & Safety responsibilities.
9. Periodically update the as appropriate.
10. Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

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

- Supporting the schools Health & Safety arrangements.
- Ensuring their own work area remains safe at all times.
- Not interfering with Health & Safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to their 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.

Health & Safety Representative

The Business Manager is the Health & Safety Representative for the school and will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Health & Safety Officer. They will represent the staff with regard to their Health & Safety at work. They are expected to promote a positive safety culture throughout the school and carry out the Health & Safety duties appropriate to their role in accordance with current guidance and legislative requirements. They are to work within their level of competence and seek appropriate guidance and direction from the Head of School or through the school's Health & Safety external support as required.

Leadership Team

The responsibility of applying local safety procedures on a day-to-day basis rests with the Head of School. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she 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. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.

Fire Safety

The Business Manager is the fire safety competent person for fire safety on the premises and acts on behalf of the Head of School. The Business Manager is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The Business Manager is to work within their level of competence and seek appropriate guidance and direction from the Head of School and/or the external Health & Safety consultant as required.

Site

The caretaker is the competent person for the overall management of general premises facilities and acts on behalf of the Head of School. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within their level of competence and seek appropriate guidance and direction from the Head of School and/or the Business Manager as required.

Legionella

The Caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the Head of School to provide the necessary competence to enable Legionella to be managed safely. She is to complete a Legionella awareness course and all training records are to be 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 departmental and corporate requirements. She will advise the Business Manager / Head of School of any condition or situation relating to Legionella which may affect the safety of any premises users. She is to work within their level of competence and seek appropriate guidance and direction from the Head of School and/or the Business Manager as required.

Asbestos

The Caretaker is the nominated competent person for asbestos on the premises and acts on behalf of the Head of School to provide the necessary competence to enable asbestos to be managed safely.

She will ensure that all contractors / maintenance visitors are aware of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. She will advise the Head of School of any condition or situation relating to asbestos which may affect the safety of any premises users. She is to work within their level of competence and seek appropriate guidance and direction from the Head of School and/or the Business Manager as required.

Arrangements

The following arrangements for Health & Safety have been developed in accordance with the Management of Health & Safety at Work Regulations 1999. These arrangements set out all the Health & Safety provisions for Rumboldswyke School and are to be used alongside other current school procedures & 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 in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with school and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded. The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the WSCC on line reporting system, which are automatically copied to the Head of School to consider any further action/investigation. All significant accidents, incidents and near-misses are to be immediately reported to the Head of School.

The Head of School will ensure that the Governors are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by termly statistics for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will 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

Administration of Medicines

Arrangements regarding medicines are set out in the Medical Policy.

Asbestos Management

The asbestos register is located in the front office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the risk assessment sheet for the area that they are to work in as evidence of seeing the asbestos register prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Caretaker in order that the asbestos register may be updated accordingly.

Under no circumstances whatsoever must any staff member

- drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person
- touch or work on any area that contains asbestos

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Head of School and/or the Business Manager who will immediately act to cordon off the affected area and contact the relevant contractor for guidance. 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 Caretaker or Head of School.

Child Protection

Arrangements regarding child protection are set out in the school's Safeguarding policy.

Community Users/Lettings/Extended Services

The Business Manager will ensure that:

1. Third parties and other extended service users operate under hire agreements.
2. A risk assessment for the activity is completed using the school's form.
3. The premises is safe for use and is always inspected prior to, and after each use.
4. Means of general access and egress are safe for use by all users.
5. All provided equipment is safe for use.
6. Fire escape routes and transit areas are safe and clear of hazards.
7. Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

School approved contractors are always to be used for contractual work on the premises. Appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors must report to reception where they will be asked to sign the visitor's book, and will be directed / put in contact with the site staff and asked to check / sign the asbestos register if required.

The Business Manager is 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.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject teachers using the appropriate codes of practice and safe working

procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and West Sussex County Council. Heads of Faculty and the appropriate subject teachers 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.

Display Screen Equipment

All users must carry out periodic workstation assessments using the Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Dogs on school grounds

Dogs are not permitted on school grounds with the exception of guide dogs and other recognized "assistance dogs".

Electrical Equipment

The Head of School will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested at intervals as directed by the school electrical safety guidance.
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
- New equipment must be advised to the person responsible for that area in order that it can be added to future PAT testing schedules.
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the relevant department head and attended to as soon as possible.

Emergency Procedures

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 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.

Fire Safety

Arrangements regarding fire safety are set out in the Staff Handbook. The Business Manager is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Head of School will ensure through that:

- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.

- Fire safety notices are posted in the key areas of the building close to the fire points.
- Evacuation routes and assembly points are clearly identified.
- 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 points in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the schools Staff Handbook
- The fire risk assessment is reviewed annually by the Business Manager and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy.

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.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under local school arrangements.

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.

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:

1. All corridors and passageways are kept free from obstruction.
2. Shelves in storerooms and cupboards are stacked neatly and not overloaded.
3. Floors are kept clean and dry, and free from slip and trip hazards.
4. Emergency exits and fire doors are not obstructed in any way.
5. Supplies are stored safely in their correct locations.
6. Rubbish and litter are cleaned and removed at the end of each working day.
7. Poor housekeeping or hygiene conditions are immediately reported.

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 assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Head of School. The premises COSHH assessor acting on behalf of the Head of School is the Caretaker.

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

All hazardous substances are to be stored in secure and signed storage when not in use. This is to remain locked at all times.

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 be reported. Urgent concerns should be reported immediately by telephone to The Faculties Manager at Bishop Luffa School. All teaching staff are to ensure that their teaching areas are safe both before and during lessons.

Any identified high-level risks or safety management concerns are to be raised at to The Head of School.

Routine documented inspections of the premises will be carried out every term by the Business Manager. Inspection findings are to be recorded, and reported to the Head of School.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Health & Safety Director. These documented inspections will examine all areas of the safety management systems, and will be carried out using the 'Hazard Survey Form'.

Kitchens

The main kitchen area is only to be used by authorized Caterlink staff in accordance with their identified safe working procedures. Authority and procedures for local management of the main kitchen is controlled by Caterlink. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the HSE approved code of practice ACOP. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the Head of School and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are to be risk assessed by line management to ensure safety arrangements are made.

Minibuses

All minibus drivers must have completed the appropriate training and have their driving license showing the correct permit prior to driving a school minibus.

Moving and Handling

Staff who regularly handle or move unreasonably heavy or awkward items, equipment or children must attend specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site team are expected to undertake regular physical work which would typically include

significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the schools Policy for Off-Site Activities and the Outdoor Education Service's procedures and guidance.

Provision of Information

The Head of School 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 by a combination of meetings, announcements, e-mails and signature based correspondence.

Local Health & Safety advice is available from the Business manager. A copy of this policy is held in the staff handbook and is available electronically via the school intranet site in the Staff Handbook and on the school website. The *Health & Safety Law* poster is displayed in the staff room.

Risk Assessment

General risk assessment management will be co-ordinated by the Business Manager in accordance with Business Manager guidance.

Generic risk assessments must be undertaken for all areas. Where a significant risk is identified or a possibility of such risk exists, a specific risk assessment for that task or activity.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency routines.

Smoking & Vaping

Smoking or vaping is not permitted anywhere on the school site.

Stress & Wellbeing

Bishop Luffa Learning Partnership is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are provision of adequate supervision, information and training for all tasks undertaken. Also, by performance assessment and gaining feedback using one to one sessions and staff questionnaires.

Training

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

The Head of School is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out by the department head from which a comprehensive Health & Safety training plan will be

developed and maintained to ensure Health & Safety training is effectively managed for all staff who require it.

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

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

Training records are held by The Personnel Department, who are responsible for co-ordinating all Health & Safety training requirements, maintaining the Schools Health & Safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as 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.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors' lanyard and safeguarding information booklet, and asked to sign the visitor's book.

Work at Height

Work at height is always to be undertaken in accordance with the Working at height regulations 2005. At Rumboldswyke 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.

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.
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person.
- Staff may only use leaning ladders if they have personally attended the Caretaker Ladder & Stepladder Safety course in 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 that 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.

Holiday periods

During school holidays term time only staff are to sign in/out at Reception to ensure a record is kept of personnel on site should there be an emergency evacuation.

Staff are to be aware of lone working procedures and arrangements to be adhered to, when working alone during the holidays.