

## Health and Safety policy

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| Committee with responsibility for this policy is the Resources Committee |             |
| Policy to be approved by the Resources Committee                         |             |
| Policy last reviewed by Resources Committee                              | 05/11/2015  |
| Policy last reviewed by the Full Governing Body                          | N/A         |
| Policy due for review  | Autumn 2016 |

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## Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and cases of work related ill health.
- c. Compliance with statutory requirements as a minimum (*a list of key legislation is at Appendix 2*)
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

Both a Health and Safety (H&S) Committee and H&S management system will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## Organisation

### **2.1 Introduction**

In order to achieve compliance with the Governing Body's **Statement of Intent** the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.<sup>1</sup>

### **2.2 The Governing Body**

The Governing Body is responsible for ensuring that:

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- The Head is aware of the health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

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<sup>1</sup> Villiers management organisation chart  
**Health and Safety**

- Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed regularly and revised as necessary.

### **2.3 Headteacher**

Reporting to the Governing Body, the Head has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- The Head will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- The Head provides the final authority on matters concerning health and safety at work.
- The Head will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.

### **2.4 The Officer Responsible For Health and Safety**

The Director of finance and facilities, working in conjunction with the school's Health & Safety Consultants, Judicium and the Health & Safety Committee, will advise the Head on health and safety policy.

The Director of finance and facilities achieves this by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the premises and working practices are undertaken annually.
- Emergency procedures are in place.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

### **2.5 Site Manager**

- This Policy is clearly communicated to all relevant persons.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- Safe systems of work are in place as identified from risk assessments.
- Test all new contractors on H&S policy.

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| <b>2.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY</b> |
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This includes the Senior Leadership Team, Heads of Departments, Clerical Managers & Supervisors.

They must:

- This Policy is clearly communicated to all relevant persons.
- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head Teacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for the Head Teacher.

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| <b>2.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS</b> |
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Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Head Teacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to environment, tools, equipment or machinery in LEP inspections.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Head Teacher or Site Manager.

## **2.8 Catering Manager**

The Canteen Manager is responsible for the safe operation of the catering facilities and must:

- This Policy is clearly communicated to all relevant persons.
- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Site Manager or Head Teacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher.

## **2.9 Health and Safety Committee**

This committee will meet once per term as a minimum.

- The Committee will review all health, safety and security matters, including a review of policy at least annually.
- The Committee will advise the Head/Principal and/or the manager responsible for health and safety, and Safety Representative(s) of any current issues in respect of Health, Safety and Security
- Details of Health and Safety Committee terms of reference and members can be found on Appendix 4, page 24.

## **2.10 SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Head Teacher recognise the role of Health and Safety Representatives whether appointed by a recognised trade union or elected by the workforce.

Safety representatives have the following key duties:

- Assist in the investigation of potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

- Safety representatives will be given access to information they are entitled to see, for example about accidents. They will also be allowed time off for training in accordance with negotiated agreements and will be given appropriate time and facilities to undertake their health and safety duties in order that they can play an effective role, in resolving any problems that need further action or in a review of procedures.
- However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.

### **2.11 All Employees**

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

### **2.12 Contractors**

- When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- For longer projects (not ad hoc) the project manager/site supervisor must have a valid DBS clearance and must give a copy of this to the school along with two other forms of ID. The PM must supervise his workers at all times while on the school premises even if the work is sectioned off. It is advisable to carry out a risk assessment.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such

actions as are necessary to protect the safety of school staff, pupils and visitors.

- Under HASWA 1974, all new contractors will do a simple test to demonstrate they have understood the school's H&S policy.
  - Signing in and out procedures – ID lanyard to be worn and returned
  - Vehicle parking and where
  - Site rules – no smoking, no bare upper bodies, no blasting radios
  - Permits to work – insurance certificate
  - Accident and near miss reporting
  - Fire and evacuation process
  - Welfare and facilities – toilets, drinking water, rest areas
  - Contractors risk assessment/method statement
  - Asbestos register read and signed
  - H&S policy signed
  - **Test to ensure all is understood**

### **2.13 Pupils**

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 things provided for their health and safety.

## **Procedures and Arrangements**

### **Introduction**

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

### **3.1 Accident and Incident Reporting**

All staff are required to ensure that all accidents are reported to the Site Manager (or Headteacher in escalation) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Accident and near miss forms can be found in the school and caretaker's office.

### **3.2 Asbestos**

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.



Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager.

Staff must report any damage to asbestos materials immediately to the Site team.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Director of facilities will immediately notify: the Local Authority Property Department (*Steve Dunham*)/the Head of the Governing Body by telephone.

The asbestos register can be found in the caretaker's office. It is divided into 3 blocks (O/Block, N/Block, and X/Block)

### **3.3 Behaviour Management/Bullying**

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies. Please read the behaviour model designed by the Heads of Year

### **3.4 Bomb Procedure**

If the school is called the administrator will record the message accurately taking account of background noise, time, date, exact contents of the message and gender.

The following procedure will be followed:

- Ring 999
- Activation of the Business Continuity Plan – Code word known to IMT

### **3.5 Cleaning**

- The cleaning for the school currently operates under the control of the Site Manager.
- If a member of staff/visitor is not happy with the cleanliness this should be reported to the Site Manager
- The Site team takes an active interest in monitoring the standards of cleanliness during the year.

### **3.6 Contractors**

The Site Manager is responsible for the selection and management of contractors in accordance with the LA's policy on contractors. Any job that lasts more than 5 days a pre-contract meeting is arranged with the contractor which outlines the school's expectations. These include, DBS, management of workers, standards of work, signing in, and completion date.

### **3.7 Curriculum Safety (including out of school learning activities)**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The welfare and H&S officer will be supporting this responsibility.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, afPE and other lead bodies should be adopted as appropriate.

### **3.8 Display Screen Equipment**

The Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. A template has been created.

Regular laptop users will be provided with docking stations.

All staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### 3.9 Educational Visits and Journeys

The Head Teacher and school officer(s) is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

### 3.10 Electrical Safety

The Site Manager is responsible for ensuring that the hard wiring system is inspected every **five years** by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

### 3.11 Fire Precautions and Emergency Procedures

**The Head Teacher** is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- Evacuation needs to be achieved smoothly and rapidly (usually within three minutes)
- Record of the fire drills, discharge timings, any improvements
- Fire doors should not be wedged open.
- The provision of fire awareness training to all staff annually -see fire policy
- A fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

**The Site Manager** is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

### 3.12 First Aid

The school First Aiders are:

| Name               | Dept            | Ext no |
|--------------------|-----------------|--------|
| Mr Lewis Adams     | PE              | 314    |
| Ms Ciara Wilson    | PE              | 342    |
| Mr Hassan Abubaker | Site supervisor | 306    |
| Stefano D'urso     | Science Tech    | 317    |
| Mr Rod Williams    | DT Tech         | 307    |
| Ms Penny Cosmos    | Librarian       | 311    |

|                          |          |     |
|--------------------------|----------|-----|
| <b>Ms Sukhraj Viridi</b> | Admin    | 224 |
| <b>Ms Sarbjit Chohan</b> | Admin    | 201 |
| <b>Ms Gita Dhamecha</b>  | Admin    | 224 |
| <b>Ms Amrit Growan</b>   | Admin    | 206 |
| <b>Ms Julie Sohal</b>    | Admin    | 326 |
| <b>Ms Harinder Notta</b> | Admin    | 224 |
| <b>Ms Meena Kumari</b>   | Catering | 313 |
| <b>Ms Rose Lewis</b>     | Catering | 313 |

First Aid supplies are kept in the school office and Sukhraj Viridi is responsible for ensuring that the stocks of supplies are kept up to date in all designated areas. On the site map various first aid kits are kept in strategic places, these supplies are checked termly by Sukhraj Viridi. All staff must be familiar with the school arrangements for First Aid.

### **3.13 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Heavy items on lower shelves
- Keep floors clean.
- Do not obstruct emergency exits.
- Bins are not near radiators

### **3.14 Hazardous Substances**

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **3.15 Inclusion**

Villiers High School complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

### **3.16 Lettings/ Use of Premises outside School Hours**

The Director of finance and facilities is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Site Manager is responsible for managing the arrangements for lettings

- A member of the Site Team is always on site
- The hiree must provide a hirer's public liability insurance certificate
- The hiree is aware of the fire evacuation procedures
- There is access to a telephone and first aid provision
- Full payment has been made
- Restriction on use of facilities and equipment
- The premises must be left in a clean and tidy order

### **3.17 Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection

### **3.18 Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Director Finance and facilities and Site Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. For example, working at height, heavy manual lifting.

### **3.19 Managing Medicines & Drugs**

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carers. Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

### **3.20 Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

### **3.21 Manual Handling and Lifting**

The Site manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Team for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff that assist pupils with physical disabilities must be trained in the safe use of lifting equipment or know the basics of handling techniques.

### **3.22 Noise**

Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations.

### **3.23 One-to-one lessons**

It may be that a member of staff is working alone with a pupil. It is important in this instance that the health and safety of both parties is taken into consideration and staff do the following wherever possible.

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the student can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and student are visible through a window or door panel.

- If you take a student in your car ensure they travel in the back and you have appropriate insurance. As a general rule, wherever possible, do not travel alone with a student and take another adult with you.
- It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.
- Make sure the student is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

### **3.24 PE Equipment**

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

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

Where the need for PPE has been identified in Risk Assessments, it is the Site manager's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head Teacher.

### **3.26 Risk Assessments**

It is the Director of finance and facilities responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Director of finance and facilities is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of Dept will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance and cleaning.

The welfare and H&S officer will ensure that risk assessments are completed by all staff who organise and lead school visits.

### 3.27 Slips and Trips

- All slips and trips should be recorded in the Accident book located in the school office
- All near miss situations should be recorded in the near miss book located in the school office.
- The site manager or the welfare assistant should be informed immediately so that the area can be made safe.
- If necessary a warning sign will be placed over the area until the hazard is removed

### 3.28 Security/Violence

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

All visitors should report to the school reception on arrival. All visitors not known to the school must show their ID and CRB number to receptionist to gain entry to the school. If this is not available then a member of staff must supervise them as they work in school.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

Red Lanyard – Visitor

Orange Lanyard – Contractor

Green Lanyard – Parent

Purple Lanyard - Governor

All visitors who are or likely to come into contact with children and work with them in isolation should be asked to produce evidence of ID and DBS numbers. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff who is DBS checked.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available.

All scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues

#### **If parents do become angry,**

- Staff should remain calm and maintain eye contact although not continuous eye contact.
- Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head teacher
- Staff should always sit nearest the door so that they can make an exit should they need to.
- If a member of staff is concerned for the safety of a colleague: The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"
- Send for a member of the SLT to help diffuse the situation.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher.

In the case of an emergency the head can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

### **3.29 Site Maintenance**

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. His job book is kept in the office and office staff will contact him by mobile if the matter is urgent.

### **3.30 Smoking**

It is illegal to smoke anywhere on the school premises.

### **3.31 Staff Training & Development**

The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **3.32 Stress**

The school governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### **3.33 Visitors**

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge and coloured lanyard will be issued which must be worn at all times in school.



Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

### **3.34 Waste Disposal**

#### **Body Fluids**

The Site Manager/caretaker/cleaner will clear away any body fluids needing to be cleared up:

- The fluid is covered with disposable paper towels and then put in disposable white plastic bags. The area is then mopped with an approved disinfectant.
- A white plastic apron should be worn and disposable seamless rubber gloves.

### **3.35 Working at Height**

The Site Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone.

If you are planning to use a step ladder ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

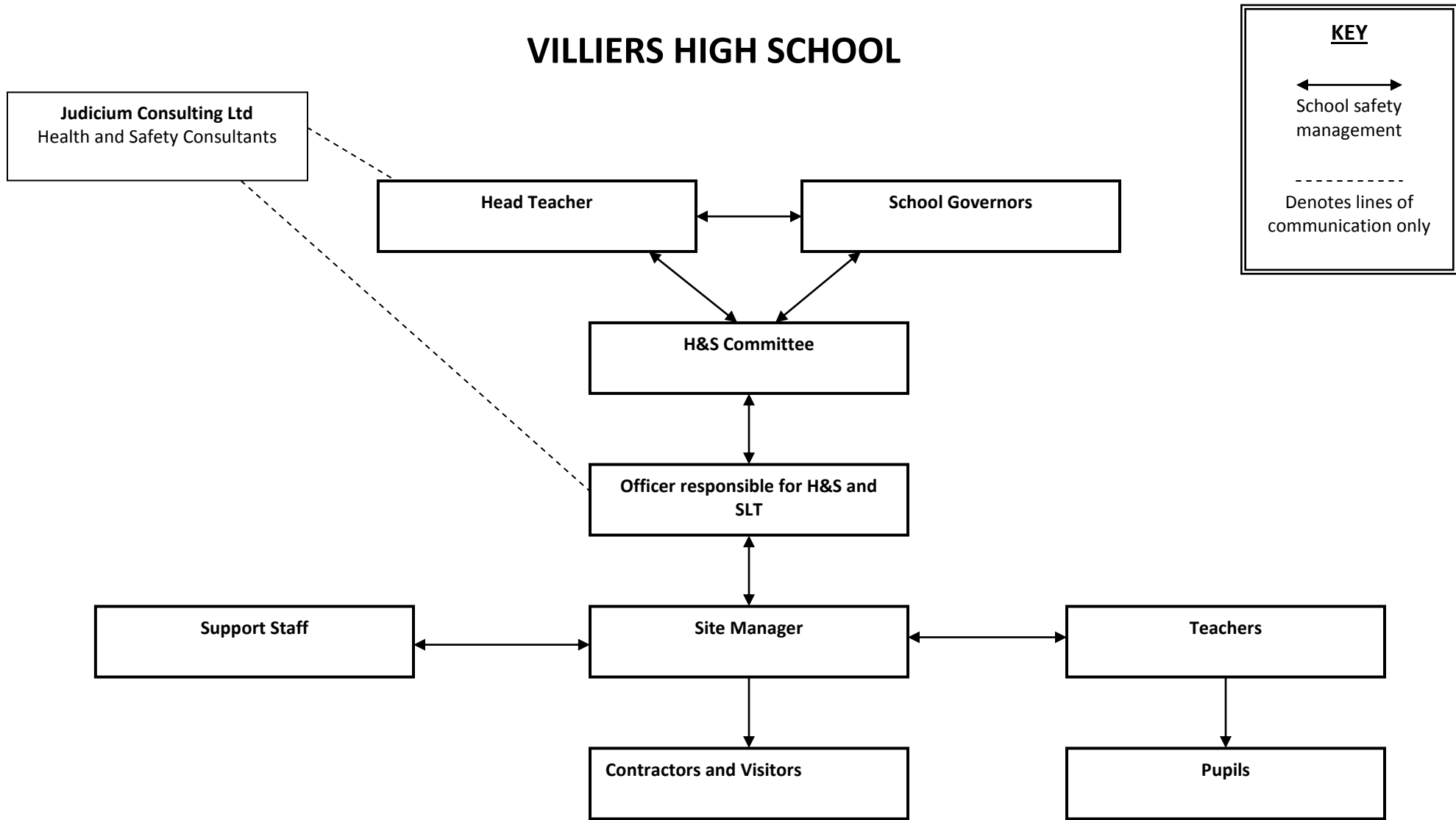
You should keep three steps free from the top platform of the ladder.

Never overreach. Always try to keep one hand free on the ladder to steady yourself.

# Appendix 1

## HEALTH AND SAFETY ORGANISATIONAL CHART

### VILLIERS HIGH SCHOOL



## Appendix 2

### Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Control of Asbestos at Work Regulations 2006
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

## Appendix 3

# Health and Safety Terms of Reference

The Health and Safety Committee for Villiers High School has been set up to monitor health and safety issues in the school to help maintain a safe environment for staff and pupils.

### **The Committee will undertake to:**

- Oversee the actions taken to ensure health and safety compliance in the school
- Review proposals for any actions or work to be undertaken following health and safety audits or risk assessments
- Monitor statistics on accident/incident reports
- Ensure any accidents are properly investigated
- Provide a forum for discussing how the school manages health and safety and strives to protect staff and pupils
- Investigate any health and safety concerns that Departmental Representatives raise in their specific areas
- Consider any proposals for improvement in their areas that are put forward by Departmental Representatives

### **Membership**

The Committee aims to be representative of all departments and areas of the school. Members are, therefore, drawn from across all sectors so as to reflect the variety of work undertaken.

- The Head Teacher and/or Director of finance and facilities
- Premises Staff
- Governor
- Departmental Technicians
- Welfare officer
- First Aid Staff
- Trade union representative
- Head boy/girl (student)
- Clerk

### **Meetings**

The Committee will meet once a term. It may also meet additionally in the event of any serious accident, or a requirement for urgent funding for work recommended to ensure health and safety compliance. Staff will be notified of key decisions taken at Committee meetings via our regular staff meetings.

## Appendix 4

### Member Acknowledgement

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: \_\_\_\_\_

Employees Position: \_\_\_\_\_

Employees Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

(Place copy in personal file)