

# Health and Safety Policy

---



**Formby High School**  
*Determined to Achieve*

# 1 Contents

2	Health and Safety Policy Statement .....	5
3	Health and Safety Organisation .....	6
3.1	Formby High School Organisation Chart .....	6
3.2	Occupational Health and Safety Management System .....	6
4	Health and Safety Responsibilities .....	8
4.1	The Governing Body .....	8
4.2	Headteacher .....	8
4.3	Deputy Headteacher .....	9
4.4	Health & Safety Coordinator (HSC) .....	9
4.5	Senior Leadership Team .....	10
4.6	Middle Leaders .....	11
4.7	Employees (Teaching and Support Staff) .....	11
4.8	Site Team .....	12
4.9	Educational Visits Coordinator (EVC) .....	12
4.10	Health and Safety Committee .....	13
4.11	Trade Unions .....	13
4.12	External Health and Safety Advisor (Competent Person) .....	13
5	Arrangements for the Management of Health and Safety .....	14
5.1	Health and Safety Management System (HSMS) .....	14
5.2	Communication and Consultation .....	14
5.3	Risk Assessments .....	14
5.4	Competent Health and Safety Advice .....	16
5.5	Health and Safety Reference Material .....	16
5.6	Training and Instruction .....	16
5.7	Regular Safety Inspections .....	16
5.8	Health and Safety Audits .....	17
5.9	Insurance .....	17
5.10	Accident and Incident Reporting and RIDDOR .....	17
5.11	Procurement .....	17
5.12	Appointment and Control of Contractors .....	17
5.13	Construction Projects ~ Construction Design Management (CDM) .....	18
5.14	Personal Protective Equipment (PPE) .....	18
5.15	Young Persons .....	19
5.16	Work Experience .....	19

5.17	Pregnant and Nursing Mothers.....	19
6	Arrangements – Safety.....	21
6.1	Workplace Safety.....	21
6.2	Work Equipment.....	21
6.3	Statutory Inspection of Equipment.....	21
6.4	Electricity.....	22
6.5	Work at Height.....	22
6.6	Mobile Scaffolding Tower .....	23
6.7	Confined Space.....	24
6.8	Minibus, Other Vehicles and Drivers .....	24
6.9	On-Site Driving and Parking .....	24
6.10	Fire Safety .....	24
6.11	Glass and Glazing .....	26
6.12	Lone Working .....	26
6.13	Home Visits.....	26
6.14	Letting / Shared Use of Premises.....	26
7	Arrangements – Occupational Health .....	27
7.1	Asbestos.....	27
7.2	Welfare Arrangements.....	28
7.3	Smoking.....	28
7.4	First-Aid.....	28
7.5	Control of Noise .....	<b>Error! Bookmark not defined.</b>
7.6	Control of Vibration .....	28
7.7	Manual Handling.....	29
7.8	Display Screen Equipment.....	29
7.9	Hazardous Substances (COSHH).....	30
7.10	Legionella.....	31
7.11	Respiratory Protective Equipment (RPE) .....	31
7.12	Occupational Health .....	31
7.13	Alcohol and Substance Abuse.....	32
7.14	Drugs and Medication .....	33
7.15	Violence, Harassment and Bullying .....	33
7.16	Personal Safety.....	34
7.17	Public Safety .....	35
7.18	Mental Well-being.....	35
7.19	HSE & Enforcement Visits .....	35
7.20	Waste.....	36

7.21 Equality Act..... 36

8 Policy Management and Communication..... 38

9 Monitoring and Review ..... 39

10 Amendment Record..... 40

## 2 Health and Safety Policy Statement

### Formby High School Health and Safety Policy Statement of Intent

Formby High School values and is determined to achieve the effective management of health, safety and welfare for its employees, students and others affected by the school's activities. Our objective is to prevent and minimise harm to any persons and property by adopting a proactive approach to effective risk, safety and health management.

We will take all practicable steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. When required, the correct safety equipment and personal protective equipment will be provided to all employees.

We will fully comply with the duties placed upon us within the requirements of statutory legislation, whilst at all times complying with, as a matter of best practice, guidance as issued by the Health and Safety Executive and educational bodies. The school is committed to the requirements of the Health and Safety at Work Act (HSAWA) Section 2 (2a-e). The school will follow the additional requirements of the Management of Health and Safety at Work Regulations 1999. We are supported by an external health and safety competent person through Compliance Education Limited. The school also has a Health and Safety Co-ordinator (HSC) as our internal adviser.

Financial resources will be made available by the school to ensure compliance with its statutory duties and the requirements of this policy document.

The school's leadership and all employees are responsible for implementing this policy throughout the school. They will ensure that health and safety considerations are always given priority in the planning and day to day organisation of all work.

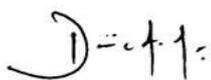
The school will actively promote an open attitude to health and safety, encouraging all those associated with the school to identify and report hazards so that all members of the school community can contribute to creating and maintaining a safe working and learning environment. The school has an employee Health and Safety Committee that meets on a half-termly basis to discuss any concerns or known issues.

The school will communicate and consult with our staff, students, parents and Governors on issues affecting their Health and Safety and, in so doing, will bring this policy to their attention.

All employees will be provided with the necessary information, instruction, training and supervision in safe methods of work, and safe and efficient operation and maintenance of equipment. The Headteacher has overall responsibility for all health, safety and welfare matters. This policy's operation and the associated procedures will be monitored and reviewed regularly by the Headteacher and Governing Body to ensure that they remain current and applicable to the school's activities.

All employees, students and other site users are expected to co-operate with and assist in implementing this policy, ensuring, so far as reasonably practicable, their own safety and health and that of others. This includes co-operating with the school's leadership team on any health and safety related matters.

Signed:

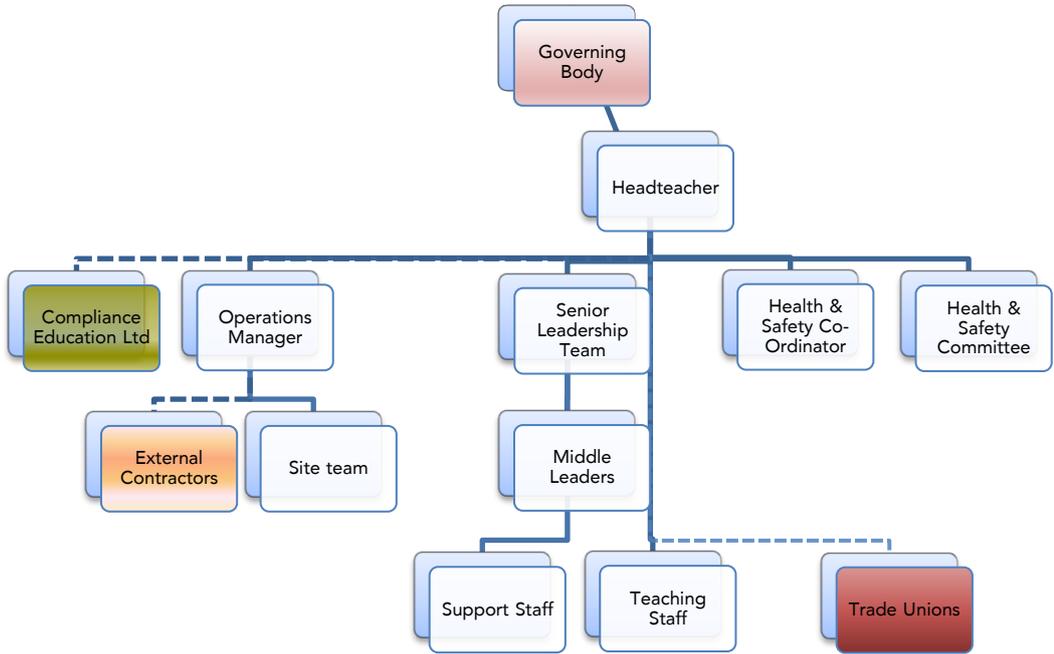


Date: 22 March 2023

**Dominic Mackenzie**  
**Headteacher**

### 3 Health and Safety Organisation

#### 3.1 Formby High School Organisation Chart



Authority and responsibility for implementing measures to mitigate health and safety issues follow the organisation chart above. The ultimate responsibility for health and safety rests with the Headteacher although everybody within the organisation is expected to contribute to the school’s health and safety framework and each level within the organisation chart may be assigned an appropriate degree of authority, in accordance with the position, level of competence and training received.

Employees may raise health and safety issues directly with the Headteacher or with the Health and Safety Coordinator. In addition, if they feel a health and safety concern has not been addressed by one of the above, they may refer the matter, to or seek advice from, the Competent Person (Compliance Education Ltd, an independent professional registered private limited company).

Access to competent health and safety advice and support is available through Compliance Education Ltd.

#### 3.2 Occupational Health and Safety Management System

This Health and Safety Policy and all the associated guidance form part of the school’s Health and Safety Management System (HSMS), supported by the Every Compliance Management System, an external compliance software. The structure of the HSMS is as follows:



A full list of all health and safety procedures and risk assessments referred to above are located in the health and safety section of the Staff Handbook on Microsoft Teams.

## 4 Health and Safety Responsibilities

### Formby High School Management Responsibilities

The Senior Leadership Team should have a clear understanding of this Policy's operation, including specific departmental arrangements and the application of the risk assessment process. Additional training may be required with reference to the understanding of the risk assessment process and senior and middle leaders' responsibility and competence in this area.

#### 4.1 The Governing Body

The Governing Body is responsible for ensuring at a strategic level that health and safety requirements are adequately planned, resourced and monitored to ensure that the school is safe and operating within all health and safety legislation requirements.

The Governing Body supports the assignment of a health and safety company with professional experience in health and safety law, known as the school's 'Competent Person(s)' whose role is to challenge and support those with oversight and responsibility for health and safety.

The Governing Body will:

- Take measures to ensure that statutory duties are met at all times
- Challenge the Headteacher and other senior leaders to ensure that health and safety is considered in all aspects of the school's work and that reasonable steps are taken to ensure that school activities do not expose staff, students and others to risks to their health and safety
- Monitor, review and evaluate the school's health and safety performance
- Provide appropriate resources within the establishment's budget to meet statutory requirements as well as requirements set out in this policy document and other elements of the HSMS
- Monitor and evaluate the effectiveness of this policy.

#### 4.2 Headteacher

The Headteacher has executive responsibility for ensuring that health and safety within the school is managed effectively and achieves the objectives set by the Governing Body.

The Headteacher is ultimately responsible for the health, safety and welfare of all staff, students and visitors to the school. The Headteacher will be responsible for developing and fostering a positive health and safety culture, where the management of the risk to the safety of students, employees and visitors is considered as important as the management of all other areas of the school.

The Headteacher accepts responsibility for ensuring compliance with health and safety legislation within the school. Day to day responsibility for the implementation and monitoring of health and safety within the school has been delegated to the Health and Safety Coordinator (HSC).

The Headteacher will ensure the following:

- Effective communication, implementation and monitoring of the HSMS
- Delivery of the objectives set by the Governing Body
- The Health and Safety Policy and associated procedures are monitored and reviewed at appropriate intervals and, when necessary, updated
- The school maintains adequate resources to fulfil its statutory obligations
- Commitment, in terms of time, finance, resources and priorities will be given to matters of health and safety
- Changes in legislation, approved codes of practice and guidance are communicated to stakeholders and incorporated into the HSMS in good time
- A positive example is set to all employees, students and other site users

- Opportunities are provided to consult on matters relating to health and safety with employees, students, parents and, where relevant, trade union associations
- The creation of an organisational structure which reflects the school's values concerning health and safety, and enables the systems, structures and processes to work effectively in line with legal requirements at all times
- Employees are given the information, instruction and training required to safely fulfil the activities they are required to undertake
- Effective liaison takes place with external bodies
- Such authority to act on health and safety issues is assigned to individuals as is appropriate to their position and level of responsibility
- Accidents, ill-health and near-miss incidents are recorded, uploaded onto the relevant platforms, investigated (where necessary) and reported on to the Governing Body
- Where accidents, near-misses and other incidents are investigated, so far as is reasonably practicable, measures are put in place to prevent a recurrence
- There is a robust formal procedure for raising safety issues and concerns, enabling investigation to take place and, where appropriate, corrective actions implemented
- Effective emergency contingency plans are developed and designated trained staff members are in place to implement them for fire and other emergency situations
- Significant risks to health and safety connected with the activities of the school are identified, eliminated (where reasonably practicable), evaluated and reduced to the lowest level reasonably practicable
- Control measures are established and maintained
- Effective monitoring of health and safety compliance
- Health and safety initiatives and improvements are implemented in good time
- The school has access to competent health and safety advice and legal compliance support

### 4.3 Deputy Headteacher

The Deputy Headteacher is responsible for deputising in the Headteacher's absence and will ensure that health and safety standards are maintained.

### 4.4 Health & Safety Coordinator (HSC)

The responsibilities of the HSC are to:

- Act as the school's internal support on all health and safety issues, as required under statutory regulations
- Ensure that changes in legislation, approved codes of practice and guidance are communicated and incorporated into the HSMS in good time
- Identify significant risks to health and safety connected with the activities of the school, eliminate (where reasonably practicable) or evaluate and reduce to the lowest level reasonably practicable
- Ensure the maintenance of control measures for health and safety risks
- Assist with the delivery of the health and safety compliance framework
- Implement health and safety initiatives and improvements in good time
- Prevent accidents and cases of work-related ill-health by working with others to identify and manage health and safety risks in the workplace
- Engage and consult with employees on day-to-day health and safety conditions
- Ensure statutory inspections are undertaken, maintain a register of inspection reports and report findings to the Headteacher
- Ensure the maintenance and testing of plant and machinery
- Monitor the maintenance of safe and healthy working conditions
- Work with others to ensure the identification, management and safe storage of hazardous substances
- Ensure regular workplace inspections and systems checks are undertaken and findings reviewed

- Ensure that all accidents and 'near misses' are correctly recorded and reported in accordance with statutory requirements
- Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the school's activity
- Ensure a suitable number of first aiders have been trained and have qualifications, in accordance with the school's requirements
- Bring to senior leaders' attention any significant matters of concern regarding health and safety as soon as practicable
- Ensure adequate periodic inspections and audits of the school are undertaken, ensuring the results are recorded and any concerns addressed (including inspection of the fire log at intervals not exceeding monthly)
- Ensure the frequency of inspections is sufficient so as to maintain compliance with legislative requirements and this policy
- Cooperate with any external health and safety auditors
- Ensure action plans from any audits are developed and implemented to resolve any audit reports issues
- Ensure operational procedures are adopted or developed to manage significant risks within the school and react to incidents as necessary
- Maintain adequate supervision of staff and contractors to ensure that activities are carried out safely and in accordance with the school's policies, procedures and safety practices
- Ensure all dangerous machines are managed and adequately guarded, and that staff are adequately trained in their use
- Ensure staff induction, personal development and training are undertaken and documented, including health and safety and fire safety training
- Where appropriate, ensure that contractor site induction is carried out and documented
- Co-operate with external enforcing authorities
- Liaise with the school's internal health and safety committee and external health and safety advisors

#### 4.5 Senior Leadership Team

The members of the Senior Leadership Team will ensure that:

- There is a positive health and safety culture within their areas of responsibility
- They are aware of, and comply with, the school's health and safety policies, procedures and safety practices, setting a good example to others
- They communicate, where relevant, the school's health and safety policies, procedures and safety practices to students
- They have read and understood the contents of the Health and Safety Policy
- The school's health and safety policies are implemented and communicated
- Staff are adequately supervised to ensure compliance with this policy
- They routinely carry out hazard spotting and report any hazards and defects
- The health and safety plan of continuous improvement is implemented and monitored
- Safe and healthy conditions on site allow for the effective control of risks to students, employees and visitors
- Staff who require Personal Protective Equipment (PPE) are provided with suitable items, and undergo appropriate documented training in the use, storage and replacement of the items
- There is regular communication and consultation with staff and students on health and safety issues
- An effective health and safety training programme is offered and attended to ensure all staff are competent to carry out their activities in a safe manner
- Health and safety training requirements within the teams they lead are identified and addressed
- Appropriate risk assessments and safe systems are in place and followed
- Accidents and near misses are reported, recorded and formally raised by using the appropriate system

- They comply with the school's health and safety arrangements and support the management of the HSMS
- A positive health and safety culture is promoted with staff, students and other site users

#### 4.6 Middle Leaders

Middle leaders have responsibility for safe working practices and adherence to the school's health and safety policies, procedures and safety practices within their areas of responsibility. In some areas, this may necessitate the development of specific risk assessments and control measures that should be developed by the relevant middle leader with the support of the HSC and the external Competent Person.

#### 4.7 Employees (Teaching and Support Staff)

Teaching and support staff are the designated people with day-to-day responsibility for ensuring compliance with the school's health and safety policies, procedures and safety practices within their areas of responsibilities and control. They are supported in this role by senior and middle leaders. They will ensure that they:

- Have read and understood the content of the Health and Safety Policy
- Promote, at all times, a positive health and safety culture
- They take reasonable care for their own health and safety and for the health and safety of all students and individuals who could be affected by their acts or omissions
- Comply with the policies, procedures, risk assessments, training and instructions
- Bring to the attention of their line manager or the HSC, as soon as is practicable, any health and safety issues, accidents, injuries, unsafe acts or conditions
- Respect and use appropriately any resources that are provided for health and safety
- Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for health, safety and welfare
- Maintain a safe, clear and tidy working environment that is free from hazards
- They cooperate with others to establish and maintain high standards of health and safety
- Communicate the school's health and safety policies, procedures and safety practices and set a good example to students
- Co-operate with school's leadership or any other person so that duties or requirements imposed upon them are fulfilled safely to ensure the safety of themselves and others
- Report to their line manager or the HSC any hazardous conditions or work situation which has the potential for serious and imminent danger, including any shortcomings in protective measures
- Report any injury, accidents, dangerous occurrence or near miss to their line manager or the HSC immediately
- Observe all school safety rules and procedures
- Ensure personal protective clothing and/or equipment provided for specific tasks are worn
- Report any faults or deficiencies which arise with the equipment or clothing they have been issued to their line manager or the HSC
- Notify their line manager, the Headteacher or the HSC of any work situation having the potential for serious and imminent danger, including notifying of any shortcomings in protective measures
- Participate in general health and safety training and that is commensurate with their work activity, and apply any knowledge, skills and techniques acquired as appropriate
- Exercise responsibly the authority given to them in relation to health and safety
- Engage in the active supervision of students
- Ensure the safe and orderly evacuation and supervision of students during a fire drill or real event
- Remain vigilant and report any health and safety concerns to the HSC, the Operations Manager or a member of Senior Leadership Team immediately
- Manage and adequately guard dangerous machines they use and ensure students are adequately trained and supervised if using dangerous machinery
- Provide students using dangerous equipment / hazardous substances with appropriate personal protective equipment (PPE)

- Report accidents and near misses using the appropriate system
- Formally raise safety and health issues using the appropriate system

#### 4.8 Site Team

The in-house Site Team (comprising Operations Manager, caretakers and housekeepers) has an important part to play in implementing the health and safety policy's aims and objectives. The Team will ensure that they:

- Have read and understood the content of the Health and Safety Policy
- Carry out their statutory duties and work tasks to comply with health and safety
- Take reasonable care for their own health and safety and for the health and safety of all individuals who could be affected by their acts or omissions
- Comply with all school health and safety policies, procedures, risk assessments, training and instructions
- Report and/or act upon any health and safety issues, accidents, injuries, unsafe acts or conditions as soon as is practicable
- Ensure that any equipment or resources provided for health and safety are not misused or abused
- Safely and appropriately use any personal protective equipment or clothing
- Cooperate with all others to establish and maintain high standards of health and safety
- Exercise responsibly the authority given to them in relation to health and safety
- When directed to do so, carry out a planned programme of inspections, producing a report of findings and action required
- Arrange PAT (Portable Appliance Testing) and LEV (Local Exhaust Ventilation) system testing when required
- Regularly test the fire alarm system
- Undertake inspection and maintenance of the fire alarm and emergency lighting, arranging annual inspections of fire fighting equipment
- Manage the maintenance and cleaning of the school site, equipment and grounds so the school remains a clean, tidy and safe environment for site users
- Ensure grounds are free from hazards and record any findings and rectify
- Supervise contractors working at the school (in and out of hours)
- Plan and carry out statutory examinations, ensuring defects are rectified, recorded and reported
- Maintain good food hygiene and health and safety in the kitchen and dining areas
- Remain vigilant to any health and safety defects or matters that need to be addressed and act accordingly
- Ensure regular inspections of the school are undertaken to identify capital works required, to maintain the safety of all persons within the school
- Maintain a clean, tidy work environment, ensuring equipment is in good condition, maintained and inspected as required

#### 4.9 Educational Visits Coordinator (EVC)

The EVC will oversee health and safety aspects of all school trips and will liaise with group leaders to ensure all matters relating to school trips and visits are efficiently administered in accordance with the School Trips and Educational Visits Policy, associated risk assessments and procedures.

The EVC will ensure that a full specific risk assessment for each school trip /educational visit is conducted and, where specific activities are scheduled to take place during a school trip, a copy of the associated risk assessment is requested from the trip venue prior to the trip taking place.

The EVC will remain the first point of contact for the group leader for the duration of the trip and will advise as necessary if a health and safety concern arises during a school trip or educational visit.

#### **4.10 Health and Safety Committee**

The internal Health and Safety Committee is to promote an exchange of views between the Senior Leadership Team / HSC and staff on issues of mutual interest relating to health, safety and well-being at the school. It will contain representatives from different working areas within the school and will meet on a regular basis.

The committee will encourage and promote cooperation between staff, middle leaders, senior leaders and students in instigating, developing and carrying out measures to ensure health and safety. It will advise on the appropriateness and adequacy of the school's health, safety and well-being arrangements. It will advise on safe work systems and review performance in relation to health, safety and well-being at work and assist in the formulation of relevant school policies.

#### **4.11 Trade Unions**

The school's leadership recognise that trade unions play an important role in the workplace and understand the legal rights of a Health and Safety Representative are governed by the Health and Safety at Work Act 1974 and Safety Representatives & Safety Committees Regulations 1977. Representatives from the trade unions representing employees will be consulted with on the health and safety policies, procedures and practices within school and the school's leadership will engage positively with union health and safety representatives where concerns arise about the health, safety and well-being of the employees they represent. The school understands that representations will be made by health and safety representatives who are appointed and trained by trade unions and have relevant experience in health and safety matters.

#### **4.12 External Health and Safety Advisor (Competent Person)**

The External Health and Safety Advisor (Competent Person) will provide such advice and assistance to the Headteacher, Senior Leadership Team, HSC and Governors as is required to enable them to comply with their statutory legal duties. The External Health and Safety Advisor will ensure that he/she:

- Maintains a sufficient level of health and safety competence through a programme of continuing professional development
- Maintains an adequate level of professional indemnity, public and employee insurances
- Communicates impending changes in health and safety legislation
- Maintains effective communication with the Headteacher, Senior Leadership Team, HSC and Governors
- Is available to offer support, advice and guidance to the school on matters related to health and safety in a timely manner
- Attends Governors' meetings as required to do so
- Supports the internal HSC in fulfilling his/her responsibilities
- Responds to requests for advice and assistance in good time
- Complies with the agreed Services Level Agreements (SLA). The SLA covers a full Health and Safety Audit, a half day monthly visit, a 24-hour helpline, EVC support and school trips risk assessment review, annual fire risk assessment, relevant bespoke risk assessments and a monthly visit report. An e-learning package covering 10 modules is also included in the SLA for each school staff member
- Remains adequately aware of the education sector to be able to provide accurate advice and assistance

## **5 Arrangements for the Management of Health and Safety**

### **5.1 Health and Safety Management System (HSMS)**

This Health and Safety Policy is the core document of the HSMS. Its purpose is to provide direction to the leadership team and employees on occupational health and safety issues.

The level of detail in this Policy is intended to be sufficient to communicate the aims, objectives and responsibilities required to manage health and safety. Where more detailed information is needed to explain the management of particular health and safety issues, this will be achieved through separate documents.

Compliance with the Health and Safety Policy will be monitored by the Headteacher, Senior Leadership Team, HSC and Governors using a combination of inspections, audits and observations, and through the interrogation of reports of accidents, incidents and near-misses.

This Policy will be reviewed at least once every year and more frequently if required by changes in legislation, activities, codes of practice, guidance or other significant physical changes to the school buildings.

### **5.2 Communication and Consultation**

At a strategic level, Governors will ensure that health and safety are adequately planned for, resourced and monitored to make sure that the school is safe and operating within all health and safety legislation. Health and safety matters are monitored and reviewed by the Governors' Buildings & Finance Committee which meets three times per year. In addition, there is a designated Governor assigned to Health and Safety.

Formby High School is a secondary school for young people aged 11 to 18, with over 140 employees and approximately 1,125 students. Therefore, communication and consultation are most often and most effectively achieved through face-to-face contact and electronic communication. This routine approach is supported by the Staff Handbook, regular health and safety briefings (either written or verbal), notices or other forms of written communication (such as the publication of minutes of meetings) and important safety messages regarding policies and procedures.

The Headteacher will ensure that important health and safety issues are communicated to all employees in writing and that such communication will be recorded. Also, access to the current HSMS documents will be made readily available to all employees electronically or in hardcopy. Employees will be consulted on significant changes to the HSMS and risk mitigation measures and records of this consultation will be maintained.

A completed Health and Safety law poster will be displayed in the following locations: General Office, Staff Room and Human Resources Office so it can be seen regularly by employees, contractor, visitors and enforcing authorities.

If non-English speaking workers are engaged, measures will be put in place to ensure effective communication with them.

### **5.3 Risk Assessments**

The purpose of risk assessing is to identify potential risks associated with certain activities and to determine how such risks can be mitigated. It will not always be possible to mitigate all risks but risk assessment and the implementation of control measures should make the likelihood of risk as low as reasonably practicable. The development and implementation of school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the HSC in consultation with relevant middle leaders and/or other employees and the external competent person. Risk assessments will be developed following guidance from the Health and Safety Executive (HSE) and other

relevant organisations. The Headteacher approves risk assessments with the support of the external competent person.

The HSC is responsible for ensuring that risk assessments are carried out and documented for all hazards with significant risks. Where required, employees and the External Health and Safety Advisor will be involved in the risk assessment process.

Requirements for the review of risk assessments include:

- A period of one year since the risk assessment was last reviewed
- The occurrence of a significant accident, first-aid incident, near-miss or other incident
- A significant change in the legislation, approved code of practice or guidance
- Awareness of enforcement action or a significant incident affecting others that could influence a particular risk assessment
- A significant change in procedures, methods, personnel, layout or similar.

Typically, risk assessments will be conducted in line with the HSE guidance INDG163: Five Steps to Risk Assessment. The significant findings of risk assessments will be recorded and communicated to all employees affected.

Generic risk assessments will cover routine activities or situations for work on sites. As with any set of generic risk assessments, they must be complemented with a location-specific risk assessment because, while the tasks may be identical regardless of the location, the location-specific influences may increase or reduce known risks or introduce new hazards that have yet to be considered. When developing risk assessments, the location-specific hazards will be identified and assessed and additional control measures recorded using the location-specific risk assessment section and Method Statement form, which will also incorporate a record of personal protective equipment and work equipment required to safely complete the works.

The Management of Health and Safety at Work Regulations 1999 require all risks to be assessed and records kept of these assessments. Completed risk assessments will be retained on file to demonstrate that suitable and sufficient risk assessments are carried out. The intended method of storing and communicating risk assessments will be through Microsoft Teams and it is for the Headteacher and HSC to determine the organisation of risk assessment folders in Microsoft Teams. **A register of all risk assessments will be maintained by the HSC.**

### Individual Risk Assessments

Specific risk assessments relating to individuals (for example, staff members or students) are held on that individual's personal file. They will be undertaken by HSC, Human Resources Officer, line manager or the External Health and Safety Advisor.

It is the staff's responsibility to inform their line manager or the person undertaking their risk assessment of any medical condition (including pregnancy) which may impact their work.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Subject or Curriculum Leader or External Health and Safety Advisor using the relevant codes of practice and model risk assessments developed by national bodies.

### Buildings / Site Locations

Risk assessments for different facilities / locations around the school will be completed annually (which may be reviewed more frequently if there is a significant change in use or following a major accident or incident). The school's appointed External Health and Safety Advisor will support the HSC with the development of these risk assessments. In addition, fire risk assessments for each building will be undertaken annually by an external competent person.

## **School Trips and Educational Visits**

The group leader will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Coordinator (EVC) who will check the trip's documentation and planning and, if acceptable, initially approve the visit before referring to the Headteacher.

### **5.4 Competent Health and Safety Advice**

The approach adopted by the school is to engage the services of a competent External Health and Safety Advisor (Competent Person) to supplement the existing level of competence amongst the Governing Body, Senior Leadership Team and HSC. The Headteacher will ensure that this advisor is competent and can demonstrate this competence through a recognised CPD scheme and appropriate industry specific accreditation. The advisor will be informed of all significant health and safety issues, invited to conduct regular audits and inspection, and regularly consulted by the Headteacher.

The Senior Leadership Team, HSC, Governors and all other employees will have access to the External Health and Safety Advisor as and when required.

### **5.5 Health and Safety Reference Material**

The HSC will maintain a current, suitable and sufficient health and safety library for the use of all employees. The library will contain electronic documents which will be readily accessible via the health and safety area of the Staff Handbook.

### **5.6 Training and Instruction**

The HSC will arrange such health and safety training as is required, either delivered internally or in conjunction with the External Health and Safety Advisor. This training will include but not be limited to:

- Induction for new employees
- Training on relevant health and safety legislation and practice
- First-aid training
- Working at height
- Asbestos
- Legionella
- Fire
- The use of Display Screen Equipment
- Manual handling
- Specific job training

The HSC will maintain a training matrix of all training requirements, health and safety qualifications, skills and training, and certificates of training will be retained on employees' files. The training matrix will identify which staff require particular types of health and safety training and will be updated and reviewed to reflect new training needs, training received, and due dates for refresher training. Refresher training will be organised to ensure continuity of licences and competencies.

### **5.7 Regular Safety Inspections**

The HSC and site team will conduct inspections of all building on the school grounds at regular intervals and rectify non-conformances immediately or communicate them to the Senior Leadership Team so they can be addressed. Each safety inspection will identify corrective actions and assign actions to individuals, and these actions will be tracked to completion. Records of inspections will be retained and will form part of the HSMS.

The HSC will ensure that any other persons conducting the inspections are competent. The results of inspections will be collated and maintained as evidence of an adequate monitoring scheme. Trends in unsafe conditions or actions identified through the inspections will be discussed with the External Health and Safety Advisor so corrective action can take place.

## 5.8 Health and Safety Audits

For the continual improvement of health and safety management at the school, the External Health and Safety Advisor will conduct an external audit of the HSMS and associated control measures at least once per year. The findings of the audits will be discussed with Governors, the Senior Leadership Team and relevant employees, and action plans will be developed and tracked to completion.

## 5.9 Insurance

The Head of Finance will ensure that the school maintains current employer's liability insurance, public liability insurance and professional indemnity. Copies of the current employer's liability insurance certificate will be displayed in a prominent position in the General Office and Staff Room to ensure that all employees have reasonable access to them.

The Head of Finance will ensure that any incidents which may impact on insurance are communicated to the relevant insurance provider in good time and records of all such communication will be maintained.

## 5.10 Accident and Incident Reporting and RIDDOR

A record of accidents, first-aid incidents, dangerous occurrences, near-miss incidents and incidents of work-related ill-health is maintained by the school's First Aid team. In the case of a fatality, major injury or significant dangerous occurrences the incident will be reported to the Headteacher as soon as is practicable. The Headteacher and HSC will regularly review all accident records and take appropriate action in a timely manner. All reported accidents, incidents and near misses will be fully investigated with a formal accident investigation record being maintained.

An appropriate response to an accident or incident may include investigation, initiating a review of relevant risk assessments and/or reporting the incident under RIDDOR requirements (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to the HSE Incident Reporting Centre within ten working days.

All records related to accidents at work will be stored in line with data protection requirements.

## 5.11 Procurement

Health and safety will be considered alongside cost and technical performance when choosing equipment, material and substances. The Headteacher and Head of Finance are responsible for procurement and purchasing and ensure that all equipment has a European Conformity certificate and is fit for purpose. Manufacturers' information provided with equipment will be retained for reference until the equipment ceases to exist in school's ownership.

## 5.12 Appointment and Control of Contractors

All contractors used by the school will ensure compliance with relevant health and safety legislation, guidance and good practice in accordance with their working practices.

To support our legal duties under section 3 of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999, appointed contractors will be required to complete a contractor's pre-qualified questionnaire that will be approved by the Operations Manager, Headteacher or HSC and the External Health and Safety Advisor. Contractors will also be asked to provide risk assessments, and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

All contractors must report to the school reception, where they will be asked to sign in using the InVentry system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The HSC and Caretaking team are responsible for monitoring areas where the contractor's work may directly affect staff, students and visitors.

Where the school undertakes projects directly, the Governing Body is considered the 'client' and, therefore, has additional statutory obligations under the Construction Design and Management Regulations 2015. The HSC and appointed external Project Manager will manage these statutory obligations to ensure compliance. Where applicable, all statutory approvals, such as planning permission and building regulations, will be sought.

Every external contractor or consultant which provides a service must be competent, adequately resourced and insured.

The Headteacher, Operations Manager and HSC, with support of the External Health and Safety Advisor, will ensure that all prospective service providers provide evidence of the following:

- Adequate and current health and safety policy
- Relevant training records specific to job roles
- Relevant accreditations
- Access to competent health and safety advice
- Sufficient resources to provide the service in question
- Current employer's liability insurance (where relevant)
- Current and adequate professional indemnity and/or public liability insurance

The school will maintain details of these competence, resource and insurance checks until they are superseded or until the services are no longer required.

Accreditation with a recognised scheme will be deemed to satisfy the questionnaire's requirements to suitable insurance details and suitability for the proposed scope of work.

### **5.13 Construction Projects ~ Construction Design Management (CDM)**

Where any construction or building work takes place on site, the school will work with the contractor, relevant consultants and external Health and Safety Advisor to ensure compliance with the Construction (Design and Management) Regulations, 2015.

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

The need for PPE will be identified through risk assessment. The particular form of PPE required for a particular activity and any properties it must possess will be determined in order to be effective. For example, the material of gloves and the standard of eye protection required. One or more sources of PPE will be selected to meet the standards identified.

The school will provide PPE free of charge to employees and students where it is required to be used. Records of the issue of PPE, including safety footwear, head protection, clothing and other medium to high-value items, will be maintained. Where required, employees will be provided with information and instruction appropriate to their PPE.

Employees are required to wear, store and maintain their PPE in accordance with the information and instructions given to them. PPE should not be misused or abused and, when required, be disposed of responsibly. Employees should notify their line manager of the need for additional PPE or any problems associated with PPE as soon as is practicable.

Where PPE is provided for students' education practices (for example, Science practical activities or tasks in the Design Technology workshop), information and instruction in the safe use and correct storage will be provided, as will supervision whilst in lessons. Teaching staff are to report any defects in the students' PPE so it can be repaired or replaced.

## 5.15 Young Persons

Formby High School does not usually employ persons under the age of 18. In the event that a young person is invited to work or carry out work experience, the HSC will ensure the following:

- a young person risk assessment is completed
- an experienced employee is assigned to guide and provide close supervision to the young person
- the parents or guardians of children (under 16 years) are involved in the assessment, consulted and provided with information
- the young person is provided with a relevant induction and information
- the tasks undertaken by the young person will be restricted to those considered low risk only

## 5.16 Work Experience

The school will host students on work experience placements and provides opportunities for students to complete work experience outside school. The Work Experience Coordinator is responsible for the placement, training and supervision of work experience students. The Work Experience Coordinator is responsible for managing and coordinating within school and external work experience placements, liaising with the person assigned to overseeing the student as required. Health and safety assessments are carried out prior to the students commencing placements and all work experience students must receive information about first aid, fire procedures and health and safety procedures when they start their placement.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Students receive clear guidance and support through the RESPECT curriculum that prepares them for work experience placements
- All placements (including private placements) are subject to pre-placement checks and risk assessment; no work experience placement will go ahead if deemed unsuitable
- The school will engage the services of an external organisation to support with the health and safety assessment of work experience placements as required
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent or guardian
- Arrangements will be in place to visit / monitor students during the placement
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to the Work Experience Coordinator at the earliest possible opportunity

The school has a separate Work Experience Policy that is regularly reviewed and updated.

## 5.17 Pregnant and Nursing Mothers

In accordance with the Management of Health and Safety at Work Regulations 1999 Regulation 3, the school will assess the health and safety risks that pregnant employees are exposed to whilst at work. Female employees must notify their line management or the Human Resources Department if they become pregnant. Once the risks have been assessed, the school will put in place the appropriate health and safety measures to control the identified risks. This process will happen in consultation with the pregnant employee.

The school will also carry out their legal duty under Regulation 16 to consider any specific risks to females of child-bearing age who could become pregnant, and any risks to new and expectant mothers, including from any work process, working conditions, generic illnesses or biological / chemical agents.

If the risk identified cannot be removed, the school will:

- Temporarily adjust the employee's working conditions and/or hours of work
- If the above is not possible, offer her suitable alternative work (at the same rate of pay) if available
- If the above is not possible, suspend the employee from work on paid leave for as long as necessary, protecting her health and safety, and that of her child

On returning to her place of work following maternity leave, a return to work assessment will be conducted, with any requirements addressed for her safety, health and welfare.

Further information regarding pregnancy can be found in the school's Maternity Booklet for staff, located in the Staff Handbook.

In the event of a student becoming pregnant, the Pastoral Support Team will ensure that a specific risk assessment is conducted throughout her gestation period and appropriate control measures implemented in good time. Any student who falls pregnant will be supported by school throughout the process.

## **6 Arrangements – Safety**

### **6.1 Workplace Safety**

The Operations Manager and HSC will ensure that all areas of the school are maintained in a clean and safe condition. They will bring to the required person or Senior Leadership Team's attention any issues that affect the health, safety, and welfare of site users.

The Headteacher will ensure that any other sites used and managed by Formby High School are established and maintained as safe places of work, in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

### **6.2 Work Equipment**

The nature of work equipment used within Formby High School will be in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). The school will ensure that all work equipment is safe and fit for purpose when purchased and maintained in a safe and efficient working condition.

Work equipment in offices will be inspected as part of regular informal inspections and work equipment on site will be examined as part of the routine inspections. Any damage or defects must be reported to the Operations Manager and HSC so they can be dealt with in good time.

Employees are responsible for checking all work equipment before use. Teachers should ensure that equipment (including furniture in classrooms) is fit for purpose and safe for use. Defective equipment should be removed from general service and the fault reported to the Operations Manager or HSC.

Where necessary, approved external specialists will be brought into school to conduct inspections of work equipment.

PE equipment is subject to regular inspection by the teachers within the PE department, as directed by the Curriculum Leader for PE. Some equipment within the PE department will be inspected annually by an appointed approved contractor.

### **6.3 Statutory Inspection of Equipment**

According to set timescales, competent contractors conduct regular inspections and testing of school equipment (detailed in the Every compliance and risk management system). Records of such monitoring will be retained by the HSC and, where necessary, remedial work will be carried out. This overall process will be monitored and supported by External Health and Safety Advisor.

All staff are required to report to the HSC and/or their line manager any problems or concerns found with plant and/or equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The two lifts on site will be regularly serviced and inspected within their set timescales in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Records of inspections and services will be available on the Every compliance and risk management system and hard copies will also be retained.

The HSC is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, PPE requirements and servicing, maintenance and inspection issues are identified, addressed and recorded and relevant risk assessments are conducted.

Persons using equipment restricted to an authorised user must have received specific training detailed in the school's health and safety training matrix.

## 6.4 Electricity

Portable electrical appliances will be PAT (Portable Appliance Testing) tested in line with the frequencies recommended and listed on the PAT testing document. All cable-fed portable electrical appliances will carry a label showing the date for the next combined test and inspection date.

The power and lighting circuits for the individual blocks will be maintained and tested by competent electricians.

The fixed electrical system will be subject to test and inspection at least once every five years. Records of such test and inspection, and any associated actions, will be maintained in accordance with the Electricity at Work Regulations (1989).

Records of inspections and services will be available on the Every compliance and risk management system and hard copies will also be retained.

## 6.5 Work at Height

Some employees of Formby High School will at times be working at height and the school has identified that working at height is a high risk work activity. Where working at height is unavoidable, the school will ensure that risk assessments are undertaken which will clearly identify the control measures required for that work activity in accordance with the Work at Height Regulations 2005.

The school recognises that persons are working at height if they:

- are working on a ladder or a flat roof or plant
- could fall through a fragile surface
- could fall into an opening in a floor or a hole in the ground

The school will make sure work is properly planned, supervised and carried out by competent persons. This will include using the right type of equipment for working at height, ensuring the persons with sufficient skills, knowledge and experience are appointed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

A sensible, pragmatic approach will be taken when considering precautions for working at height that include the height of the task, the duration and frequency of the task, and the condition of the surface being worked on.

Before employees work at height, the school will try to avoid an employee working at height where it is reasonably practicable to do so and, where work at height cannot be avoided, minimise, where possible, the distance and consequences of a fall (for example, by preventing lone working) and ensure the right type of equipment is used.

The school will ensure so far as reasonably practicable that:

- Employees and contractors do as much work as possible from the ground
- Employees and contractors can get safely to and from where they work at height
- Equipment is suitable, stable and robust enough for the job, maintained and checked regularly
- Employees and contractors do not overload or overreach when working at height
- Employees and contractors take reasonable precautions when working on or near fragile surfaces
- Employees and contractors are provided protection from falling objects
- Emergency evacuation and rescue procedures have been considered
- If working at height, employees and contractors do not work alone

The school acknowledges the requirements in law and the needs to consider when planning and undertaking work at height. We will ensure that:

- Consideration is given to weather conditions that could compromise workers' safety
- The necessary checks have taken place (for example, a roof where work at height is to be undertaken is safe for this purpose)
- Checks are conducted every time in each location before working at height commences
- Measures are instigated to stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured (for example, use signage and zones to keep people away or mesh the scaffold to stop materials such as bricks falling)
- Materials and objects are stored safely so they do not cause injury if they are disturbed or collapse
- There are clear plans for emergencies and rescue

When selecting equipment for work at height, the school will provide the most suitable equipment appropriate for the work, considering factors such as:

- the working conditions
- the nature, frequency and duration of the work
- the risks to the safety of everyone where the work equipment will be used

Where the safety of the work equipment depends on how it has been installed or assembled, the school will ensure it is not used until it has been inspected in situ by a competent person.

The school will keep a written record of any inspection for working at height equipment within the school's control (including scaffolding and ladders which are inspected by an approved external inspector on an annual basis).

The school's management (Operations Manager and HSC) will consult with employees directly when working at height on:

- risks arising from their work
- controls measures to be adopted
- proposals to manage and/or control these risks
- information and training required

Employees will ensure that they work in accordance with the control measures identified in the risk arising from their work. Employees working under the school's control must:

- Check ladders prior to each use
- Report any safety hazard they identify
- Use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing)

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions and to cooperate with their employer to enable their health and safety duties and requirements to be complied with.

All ladders will be carefully stored and periodically inspected to ensure their continued integrity and safety.

## 6.6 Mobile Scaffolding Tower

Mobile scaffolding towers or specialist access equipment may be required to reach a position of height and enable the work to be carried out safely. Equipment must be erected in accordance with the manufacturer's instructions by a competent person who has received the required PASMA instruction and training (Prefabricated Aluminium Scaffolding Manufacturers Association) and must be checked annually by an external approved assessor.

## 6.7 Confined Space

In accordance with the Confined Space Regulations 1997 and Management of Health and Safety at Work Regulations for entering confined spaces, the school adopts the Confined Space Regulations in that entry will be avoided if it is reasonably practicable to undertake the work from outside the confined space.

Where this is not possible, a risk assessment will be completed and appropriate precautions will be taken to mitigate any hazards identified with supervision. For any confined spaces that are entered regularly, the school will have an appropriate safe system of work.

These procedures shall apply when employees or contractors enter into a confined space under the following specifications:

- Large enough for an employee to bodily enter and perform work
- Has limited or restricted means of entry or exit
- Has the potential for an oxygen-deficient or hazardous atmosphere
- Contains other recognised physical hazards such as engulfment or entrapment
- Not intended for continuous human occupancy; for example, silos, vaults, pits, tanks, sewers, ducts, pipelines and compartments

The school will carry out an assessment of risk prior to entry to specified confined spaces by an employee. The risk assessment will be completed and approved by the HSC, controlling any risk presented with a rescue plan procedure in place that is communicated prior to entry by a trained and competent person with the knowledge and skills for confined space entry.

## 6.8 Minibus, Other Vehicles and Drivers

The school has a School Drivers and Minibus Policy that sets out clearly the eligibility for driving on school business (either the school minibus or the employee's own vehicle), the procedures that the driver should follow in advance of taking a journey and during the journey and what action to take in the event of an incident occurring or problem emerging whilst driving a vehicle on school business.

The Policy contains clear information about the routine safety checks that are undertaken to ensure a vehicle is safe to use. In addition to this, the school has undertaken a minibus risk assessment, the control measures within which should be adhered to at all times by the minibus driver.

## 6.9 On-Site Driving and Parking

The speed limit for vehicles on site is 5mph and all drivers on site are expected to adhere to this at all times. There is signage advising the speed limit of 5mph and speed bumps are used for traffic calming. All drivers should be aware of other site users when driving their vehicle on site. For the reasons of safety, parents are not permitted to drive their vehicle on site when dropping off / collecting their child at the beginning / end of the school day.

Vehicles are allowed to park only in the designated car parking areas within the school grounds.

Visitors to the school are required to record their vehicle registration number plate when signing in at reception using the InVentry system.

## 6.10 Fire Safety

The Headteacher will be responsible for fire safety under the school's control. Employees will be briefed on fire safety risk assessment and the principles of fire safety and the Headteacher will ensure that the following are in place:

- Fire risk assessments for each building
- A documented fire evacuation procedure

- Responsibility allocated to informed employees for managing the different elements of the fire evacuation procedure
- Adequate measures to detect fire and provide warning
- Sufficient measures to evacuate buildings safely and efficiently
- A means for maintaining these measures and checking their correct operation
- Measures to test the ability of employees to evacuate premises correctly and in good time

### **Fire Risk Assessments**

The Governing Body, Headteacher and the HSC are responsible for ensuring that a competent person can undertake the fire risk assessment. The fire risk assessments, along with any actions identified, will be uploaded to the Every compliance and risk management system and reviewed on an annual basis or when a significant change takes place in accordance with requirements of the Regulatory Reform (Fire Safety) Order 2005.

### **Fire and Evacuation**

Fire evacuation instructions will be made available to all staff and students. Visitors and contractors will be made aware of the school's evacuation procedure when they sign in at reception on arrival at the site.

An outline of evacuation procedures and escape routes will be made available to all through the Staff Handbook and will be posted in a prominent location throughout each building.

Fire and emergency evacuation procedures are detailed in the Staff Handbook. These procedures will be reviewed at least annually.

Assembly points are located at allocated recognised points within the school's grounds.

The Headteacher, Operations Manager and HSC will maintain emergency contact and key holder details.

### **Fire Drills**

Fire drills will be undertaken once per term with a record kept in the fire logbook.

### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Only staff trained in the safe use of fire extinguishers are permitted to tackle a small fire.

### **Safety Signage**

Safety signs and notices will identify emergency exits, fire alarm call points, assembly points etc.

### **Fire Life Saving Systems**

An approved competent contractor will carry out regular maintenance and inspection of the fire alarm and detection system. Records of maintenance and inspection will be held on the Every compliance and risk management system and hard copies will be held on file by the HSC.

Weekly testing of the fire alarm system will be carried out by the Caretaking team and recorded in the fire logbook. Any defects found will be logged and actioned within the set time scale.

### **Fire Wardens**

The school will ensure adequate numbers of trained Fire Wardens for each of the buildings and grounds. Fire wardens will receive regular training to enable them to undertake their role.

### **Fire Awareness Training**

Fire training will be given to all staff on induction and through annual training.

### **Flammable Substances**

Details of chemicals and flammable substances on site will be maintained in an inventory by the HSC.

## **6.11 Lockdown**

The school has a Lockdown Policy and Procedure to be implemented in the event of the need to ensure all children and adults on site remain securely inside the buildings in order to protect their safety and welfare. The procedure is drilled with staff and students annually and is reviewed on a regular basis by the Senior Leadership Team and Governing Body. The policy and procedure is based on best practice guidance published by the Department for Education.

## **6.12 Glass and Glazing**

To the best of our knowledge, all glass in doors and windows throughout school is safety glass and there is no glass in school which is below safety glass standard. All glass replacements are safety glass.

## **6.13 Lone Working**

Arrangements for lone working, including the school's responsibilities to its employees, the importance of risk assessment and the implementation of control measures and activities that should not be undertaken whilst working alone, are set out in the school's Lone Working Policy, a copy of which is located in the Staff Handbook.

## **6.14 Home Visits**

Home visits may be necessary as part of the school's safeguarding and/or pastoral care procedures, particularly for attendance monitoring and well-being visits. All staff conducting home visits must follow the advice and guidance set out in the home visits risk assessment and Lone Working Policy.

## **6.15 Letting / Shared Use of Premises**

A condition of lettings is that the person hiring the facilities is provided with a copy of the fire evacuation procedures and is aware of their responsibilities. The hirer is responsible for their own First Aid provision during the period of hire and must provide a risk assessment appropriate for the activity. All bookings are required to return a signed copy of the 'Terms and Conditions for the hiring of Facilities at Formby High School' before the booking commences with a copy of their current insurance policy. Hirers are also provided with a copy of the school's Child Protection Policy, a safeguarding letter and the most recent version of the DfE's 'Keeping Children Safe in Education'. An enhanced DBS and photographic identification must be provided for the individual who has signed the Terms and Conditions.

A site induction is carried out by a member of the caretaker team before the booking takes place. A copy of the school's Health and Safety policy is available to hirers on request.

## 7 Arrangements – Occupational Health

Systematic and ongoing review of our Health and Safety Management System will be undertaken and changes will be made on an ongoing basis to ensure the management systems remain current and effective.

### 7.1 Asbestos

The school will comply with all statutory responsibilities relating to asbestos in accordance with The Control of Asbestos Regulations 2012.

An annual asbestos survey will be conducted from a specialist competent asbestos company and held on the Every compliance and risk management system.

A copy of the asbestos register and asbestos management plan is available in the health and safety area of the Staff Handbook and is retained by the HSC. The Every compliance and risk management system holds electronic copies and historical detail of action mitigation.

The HSC and Caretaking team are responsible for ensuring that all contractors have sight of the register and have signed to confirm they have read and accepted its contents prior to starting work on the premises.

Asbestos is managed on site through various measures, including removal where the condition deems necessary, stickers to raise awareness, the use of temporary floor coverings and regular condition checks by the Caretaking team.

All staff will be instructed not to drill or affix anything to walls without first consulting the HSC and following the asbestos procedures set out in the health and safety section of the Staff Handbook.

If any damage is caused to asbestos materials the area would be immediately isolated and reported to the Headteacher and HSC. No attempt will be made to clear up any debris. On the suspicion or finding of asbestos containing materials action will be taken to immediately stop work and the school will seek competent advice and act in accordance with the advice by an asbestos specialist.

In the event that a project requires work with asbestos, specialist contractors will be engaged to carry out such work and will be supported by our External Health and Safety Advisor.

The school acknowledges the health hazards arising from asbestos exposure. It will identify those employees, contractors and other persons who could be potentially exposed to asbestos as far as is reasonably practicable and will minimise exposure to them through the use of management and proper control measures combined with work methods and controls. This approach to management requires the full co-operation of employee and contractors at all levels.

In managing asbestos and its associated risks, the school will:

- Ensure a suitable and sufficient risk assessment is carried out to check for the presence of asbestos
- Check the condition of materials likely to contain asbestos
- Take account of building and underground service plans and any other relevant information, including the age of the property
- Survey and inspect all areas of the school to find out whether asbestos is present
- Where the assessment shows that asbestos is at risk of being present, assess the risks it presents
- Prepare a written plan identifying where asbestos is at risk of being present and keep it under review, informing the Governing Body and all employees of the plan
- Identify the steps that need to be taken to manage the risks identified
- Routinely monitor the condition of any asbestos or any substances suspected of containing asbestos and introduce reasonable mitigating measures

- Ensure information about the location and condition of any asbestos is provided to every person at risk of disturbing it and made available to the emergency services
- Provide asbestos awareness training to employees who may come in to contact with asbestos containing materials

## 7.2 Welfare Arrangements

The Headteacher will ensure that adequate welfare arrangements are provided for employees and students in the school. These arrangements will comply with the standards set out in Regulations 20 to 25 of the Workplace (Health, Safety and Welfare) Regulations and will include as a minimum:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest or for eating meals
- Kitchen facilities for storing and preparing food / drinks for personal consumption

## 7.3 Smoking

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free. The school operates a no smoking policy throughout the school site, including within and outside the school buildings and whilst travelling in school vehicles. This policy operates throughout the school's opening hours.

## 7.4 First Aid

The arrangements for first aid provision are set out in the school's First Aid Policy which is located in the Staff Handbook.

In delivering on its first aid responsibilities, the school will ensure that:

- A risk assessment of first aid equipment and coverage is conducted and regularly reviewed
- There is a sufficient number of trained first aid staff and they receive training updates in accordance with the staff training matrix
- All first aid kits are fully stocked and regularly checked as part of the school's site safety inspections
- First aid provision is available to students and staff throughout the school day
- First aid records will be maintained by the First Aid team
- Where a school trip or educational visit takes place, adequate first aid provision will be put in place

## 7.5 Control of Vibration

It is the policy of the school to put in place measures to protect employees and others who may be exposed, from the risks of hand-arm vibration syndrome and to comply with the Control of Vibration at Work Regulations 2005, the Management of Health and Safety Regulations 1999 and the Health and Safety at Work Act 1974.

The school acknowledges the health hazards arising from exposure to vibration and will adopt a best practice approach to the control of vibration via the following:

- Procurement of plant using industry recommended suppliers
- Consideration of the risks associated with vibration in relation the use and location of plant and equipment

- Maintenance all plant and equipment on a regular basis to the manufacturer's recommended specification
- Use a risk management approach to identify and eliminate, so far as reasonably practicable, exposure to vibration
- Where exposure cannot be eliminated, ensuring that the risk from vibration is assessed and that controls are identified and implemented to minimise exposure and prevent injury; this may involve alteration in job planning and rotation of operatives on specific tasks
- Undertaking a health surveillance programme subject to results of risk assessments and employee monitoring
- Monitoring and review of working procedures in accordance with best practice
- Providing appropriate control systems where exposure to vibration above the vibration Exposure Action Value is unavoidable
- Ensuring that all plant and equipment display appropriate vibration warning signage
- Ensure those involved in vibration assessment and controls are suitably competent
- Make employees aware of the hazards of exposure to vibration and ensure they wear appropriate PPE

Employees are required to report any suspect equipment or symptoms from exposure to vibration to their line manager so that appropriate steps can be taken.

## **7.6 Manual Handling**

The school will undertake manual handling risk assessments and provide the results to their employees, in accordance with The Manual Handling Operations Regulations 1992 (Amended 2002).

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the school will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing the weight of items that require lifting
- Reducing the frequency of manual handling
- Providing additional workforce
- Providing suitable equipment to assist in the operation (including mechanical methods if necessary)
- Selecting personnel to carry out manual handling or lifting tasks based on the training given, age, physique etc

Employees identified under the requirements of the Regulations will be trained in manual handling principles and safe techniques annually. They will ensure that they work in accordance with the control measures identified in the risk assessments and the training provided. Employees are instructed not to carry out lifting and handling work for which they are not trained or competent.

Where mechanical aids are used to reduce the need for manual handling, all relevant equipment will be maintained in a safe condition with regular maintenance to ensure safety throughout its service life.

## **7.7 Display Screen Equipment**

All staff who use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) will have a DSE assessment in accordance with the Display Screen Equipment Regulations 1992. All such assessments will be recorded. Minor adjustments to workstations will be made during the assessment, where necessary and in line with current HSE guidance. The results of assessments will be analysed, if appropriate, recommendations made for significant changes in workstation layout, equipment or routine. Such changes will be made to reduce risks where reasonably practicable.

Workstation assessments will be reviewed annually or following a change in work location or a significant change in layout or equipment. Where an employee requires additional support, we will consult our External Health and Safety Advisor.

Advice on the use of DSE is available in the health and safety section of the Staff Handbook.

## 7.8 Hazardous Substances (COSHH)

Every attempt will be made to avoid using hazardous substances or to choose the least harmful substances which fall under the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Where possible, all substances purchased and used within school will be non-hazardous. If a hazardous substance has to be used, the Safety Data Sheet will be obtained from the supplier. Control of Substances Hazardous to Health (COSHH) assessments will be completed where necessary if work with the substances poses a risk to students or staff. The control measures for the use of hazardous substances within Science, Technology, Art, Catering and Site Cleaning are covered in each specific risk assessments. The risk assessments for each work activity will be communicated with the relevant members of staff or employees of external contractors.

Any hazardous substances retained on site will be stored in accordance with guidance.

The HSC will maintain a list of substances used on the school premises and to which employees may be exposed. They will ensure that COSHH assessments are completed for the application method(s) for each substance and that the control measures are transferred to the relevant method statements. COSHH assessments and the Safety Data Sheet for substances used on sites will be retained in a COSHH Library by the HSC, saved to departmental files and made available to employees as required. Safety information about hazardous substances will also be displayed in the locations of usage. Assessments will be reviewed every year or when the substance, method of application or environment change significantly.

Where it is sensible to do so, preference will be given to the use of lower risk substances. The volume of substances stored will be kept to a sensible operational minimum. Substances will be stored to minimise the risks from fire, explosion and environmental damage. Contact with substances will be prevented through the use of safe working practices and PPE.

Any substance in use not covered by the COSHH library will be immediately identified and taken out of operation until such time as its use has been authorised and a COSHH assessment undertaken and added to the library.

All relevant employees will receive training on the use of hazardous substances and have full access to the COSHH library.

Curriculum and Subject Leaders are responsible for COSHH within their areas and should ensure they retain an up to date inventory and risk assessments (which may be procured from national subject organisations (such as CLEAPSS or DATA). This information should also be provided to the HSC for his/her records.

To further strengthen safety measures, those with responsibility for the management of hazardous substances within school should ensure:

- An inventory of all hazardous substances used is compiled and regularly reviewed
- Safety Data Sheets are obtained from the relevant supplier for all such substances
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available these are adapted to suit specific use of material on site)
- All chemicals are appropriately and securely stored out of the reach of students
- All chemicals are kept in their original packaging and labelled (with no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use
- Students are supervised at all times when using substances hazardous to health
- Hazardous substances will be disposed of safely and in accordance with manufacturers' guidance

## 7.9 Legionella

The school will ensure that work activities and services will reduce the risk of exposure of Legionella bacteria to our staff, students and other site users in accordance with L8 Approved Codes of Practice and applicable Regulations.

A risk assessment will be carried out annually or where there is a significant change to reduce the risk of Legionella exposure to employees and others. The risk assessment will be carried out by an external approved specialist and will include:

- Management responsibilities, including the name of the Competent Person
- Competence and training of employees in managing Legionella
- Any identified potential risk sources that will be reported to the responsible person
- Any means of preventing the risk or controls put in place to reduce risks
- Monitoring, inspection and maintenance procedures
- Records of the monitoring results and inspection checks carried out
- Review of the risk assessment, particularly when there is reason to suspect it is no longer valid

Where an externally approved specialist is appointed to review water systems and equipment associated with the water systems (such as pumps, heat exchangers, showers and constituent parts), the school will identify whether the approved person is at risk from exposure to legionella. Where this is the case, the school will communicate any potential risks with the approved person so the necessary mitigation can be applied.

When and where we carry out water treatment or other works related to Legionella activities, we will ensure that the treatment is carried out to the required standards. Furthermore, when appointed to design, maintain and operate water services, the school will ensure conditions are incorporated that prevent or adequately control the growth and multiplication of Legionella.

Effective records will be maintained by the HSC regarding routine checks and monitoring of the school's water system (conducted by the Caretaking team and appointed external contractor). Records will be maintained in electronic format by the HSC and in hard copy in the Site Office.

## 7.10 Respiratory Protective Equipment (RPE)

The school's operations and work activities do not usually require the use of RPE. COSHH assessments will define any particular form of RPE required to protect against air-borne substances. More often, RPE will be used as an additional precaution, and FFP3 disposable masks will be the default RPE made available.

Disposable type masks will be stored so that they remain clean and free from contamination, and sufficient masks will be provided to prevent use of contaminated masks during the working day. Identified employees will be instructed on the correct fitting, use of and disposal of masks.

## 7.11 Occupational Health

The Management of Health and Safety Regulations 1999 (MHSW), Regulation 6 provides the legal requirements to ensure that employees are provided with such health surveillance as appropriate regarding the risks to their health and safety which are identified through assessment. It is the policy of the school to provide support from Occupational Health Services on request of the employee or recommendation by the Human Resources department.

Formby High School is aware of the following occupational health risks to which employees may be exposed (not an exhaustive list):

- Work related stress
- Contact with hazardous substances (that could cause dermatological or respiratory complaints)
- Display screen equipment use

- Violence and aggression
- Hearing loss

Where necessary, risk assessments will be carried out and reviewed for each of these issues and for the individuals affected by them. Mitigating measures will be implemented and communicated where required.

The school is aware that some activities may require the introduction of health surveillance. Special consideration will, therefore, be taken at the risk assessment stage for activities involving potential health risks of activities, which may result in exposure to:

- Excessive noise
- Hand-arm vibration
- Dermatitis or other skin conditions
- Fumes from solvents, biological agents or other hazardous substances
- Asbestos

The school also recognises that although specific legal requirements do not exist, activities which may involve or result in the following may require a degree of monitoring by means of health surveillance:

- Work-related upper limb disorders
- Whole body vibration
- Injuries caused by manual handling

Wherever necessary, further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service.

Employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities. If an employee has any concerns about his/her health or if any screening questionnaire shows that further medical surveillance is required, the school may refer to occupational health and may advise the employee to request an appropriate medical examination from his/her GP.

## 7.12 Alcohol and Substance Abuse

The school does not condone or tolerate the use or distribution of drugs or alcohol at work or employees being under the influence of drugs or alcohol while at work. The abuse of such substances will be monitored, detected and dealt with in accordance with the Staff Discipline Policy.

Alcohol dependence is defined as:

*"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others."*

Drug dependence is defined as:

*"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others."*

In relation to matters of alcohol or substance abuse (including illegal drugs) the school will apply the following approach:

- The school's policy on alcohol and drugs applies to all employees and contractors
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971
- All employees and workers will be treated consistently and fairly in line with this policy
- The rules on alcohol and drugs will be strictly enforced and misconduct in relation to alcohol and drugs will be dealt with in accordance with the school's Staff Discipline Policy

- All matters concerning alcohol and drugs will be treated, as best as possible, confidentially
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment
- In this circumstance, the employee's line manager, the Senior Leadership Team and the Human Resources department will support an employee who admits to having a problem with alcohol or drugs
- Poor work performance and/or high levels of absence from work in relation to alcohol and drugs will be dealt with in accordance with school policy

Possession of or dealing in illegal drugs in school will, without exception, be reported to the Police.

The school will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner. Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health Service.

### 7.13 Drugs and Medication

In accordance with the school's Supporting Students with Medical Needs Policy, parents of children in receipt of medication must complete and sign a Care Plan and are responsible for informing the school of any changes to these plans at any time. Care Plans will only be changed at the request of parents/carers or those responsible for the student. If there is a Care Plan then the procedures contained MUST be adhered to.

All medication must be administered from the First Aid room with the exception of those students who may suffer from nut allergies, asthma, diabetes or epilepsy, and the relevant paperwork must be completed. Any student with any of the aforementioned conditions sent by a member of staff to the First Aid office must be accompanied at all times.

All first aiders and office staff will be made aware of where students' records and medication for these records are kept.

### 7.14 Violence, Harassment and Bullying

All reasonable security precautions have been and will continue to be taken to prevent the risk of violence against employees and of harassment or bullying of employees at work. However, should employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to the Headteacher or the Human Resources department at the earliest opportunity, or to any other member of management whom they feel comfortable to address.

All complaints of harassment, bullying or violence will be taken seriously and investigated fully, promptly and objectively. As far as reasonably practicable, the Headteacher will take steps to keep the employee's identity and complaint, the alleged offender's identity and the investigation confidential. If the result of the investigation so merits, disciplinary action may be taken against an offending employee.

This Policy applies to all employees and contractors working on the premises. The school will not tolerate any instances work-related violence and verbal abuse to our employees, students, self-employed or contracted workers.

#### Violence at work

The school definition of work-related violence is based on the Health and Safety Executive's definition and is as follows:

'Any incident in which an employee is abused, threatened or assaulted by a member of the public in the circumstances arising out of the course of his/her employment.'

The school will:

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly
- Record details of the incident where appropriate and give all employees involved in the incident full support during the whole process
- Respond to and, where possible, resolve incidents, ideally before they escalate
- Monitor incidences of violence and abuse and initiate appropriate action if required
- Where possible, direct employees to appropriate support and advice after an incident has occurred and encourage other employees to support their colleagues, including those that might have witnessed the incident

The school will manage incidents of violence, harassment or bullying related from parents or visitors to the school in accordance with the Managing Inappropriate Behaviour by Parents and Visitors Policy.

To maintain good site security, the school gates will remain closed during the school day and all security doors are to be kept closed. Access codes are required to enter all buildings and these are known to students and staff – the codes are changed on a regular basis. If there are any concerns about meeting with parents who might be angry or concerned, arrangements must be made to support the individual concerned by ensuring they meet in an open area or are accompanied. All verbal and physical violence incidents must be reported to the Headteacher who will ensure appropriate support is provided.

Any employee or contractor found to be encouraging or inciting violence may be subject to disciplinary action / removal from the school.

The school cannot always predict violent acts but we ask all to be vigilant and report any concerns or violent acts as soon as possible. Examples of violent behaviour among co-workers include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behaviour
- Concealing or using a weapon
- Sexual or racial harassment

The school wants to provide all employees and others working in the school with a safe workplace where mutual respect is shown. Any incidents of workplace violence, harassment or bullying will be formally recorded and any necessary actions implemented for improvement if required.

## **7.15 Personal Safety**

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all organisation.

The school accepts that employees may have to deal directly with members of the public and it is foreseeable that employees, on very rare occasions, they may be subjected to violent or aggressive behaviour such as swearing, being threatened or even attacked.

The school will attempt to reduce the risks of such incidents by the following means:

- Considering personal safety during site-specific risk assessments
- Keeping detailed records of all past incidents and adjusting practices as required
- Maintaining an open channel of communication and asking employees whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as CCTV or personal alarms
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery
- Discouraging employees from lone working whilst on site

The school will ensure that all injuries sustained as a result of non-consensual physical violence are reported in accordance with Formby High School accident reporting procedure.

The school will introduce arrangements that enable employees who work away from the school premises to keep in touch and avoid lone worker situations wherever possible.

### **Identification**

All arrangements for visitors on site will be managed in accordance with Visitors Policy and the Managing Inappropriate Behaviour by Parents and Visitors Policy. Visitors must sign in and out at Reception and wear a school visitor badge at all times. Staff should challenge strangers in the school if they are not wearing appropriate identification.

All adults and Sixth Form students must wear an ID badge and lanyard at all times whilst on the school premises.

### **7.16 Public Safety**

The Health and Safety at Work etc Act 1974 requires all employers to conduct their undertakings in a way that other persons, including the general public, are not exposed to risks to their health or safety. The school will maintain and clean and safe site and will implement necessary health and safety measures to ensure that public safety is achieved whilst members of the public are on site (for example, to attend school performances or to use hired facilities).

### **7.17 Mental Well-being**

The school is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and education management standards.

A system is in place within the school for responding to individual concerns and monitoring staff workload. Where well-being concerns exist, staff have access to support from their line manager, the Human Resources department or external agencies as may be deemed necessary.

The details regarding the school's approach to managing and promoting good mental health are set out in the Staff Well-Being Policy and the Student Mental Health and Well-Being Policy.

### **7.18 HSE & Enforcement Visits**

The school is aware of and appreciates the powers, duties and responsibilities of Enforcing Officers, and will at all times co-operate with them in all aspects of their duties.

The school is aware that an inspector may visit any work location or office (offices and smaller premises are covered by EHOs) at any reasonable time to ensure compliance with the provisions of any health and safety Acts or Regulations. Alternatively, an inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence or to give advice on a matter.

If an inspector discovers a contravention of a specific piece of legislation during their inspection, he/she can do one of the following:

- Issue a Prohibition Notice
- Issue an Improvement Notice
- Advise that he/she intends to prosecute
- Give instructions and confirm them in writing

When visiting our premises, a member of the Senior Leadership Team and/or the HSC will accompany inspectors during their inspection. They will note any irregularities mentioned by the inspector during the inspection and report it to the rest of the Headteacher as necessary.

In the event of an inspection, employees will assist the inspector as best they can and will, if necessary, contact to seek assistance from the Headteacher or External Health and Safety Advisors

Any visiting inspectors should be treated with courtesy and given every cooperation during the course of an inspection.

We accept that a visiting inspector has the right to free access to the whole of the operation, to inspect any records or documents which are legally required to be kept, to interview any persons and to take a statement of fact, samples, photographs and make recordings.

Every inspector should carry a warrant card which they must produce upon request and when signing in at Reception.

### **7.19 Waste**

Different categories of waste will be divided into various waste streams in according to the specific characteristics and applicable legislation of each stream. The school's waste will typically fall into the following categories:

- General waste that cannot be recycled or reused
- Waste that can be recycled or reused, including packaging
- Licensed and hazardous waste
- Electrical waste, including batteries

The Caretaking team have responsibility for the waste management controls and will ensure that employees and appointed contractors are aware of, and comply with, all aspects of the waste management and promote and encourage a culture of waste reduction, re-use and cost savings.

All employees have a personal responsibility for how their conduct impacts the environment with particular regard to minimising waste and the school will take a proactive approach to recycling and minimising the prevalence of single use plastics. When required, employees will be given clear information, instruction and training.

The school will ensure that:

- Waste is effectively segregated into streams, such as hazardous clinical waste, general waste and recyclables
- Employees who are responsible for segregating waste have appropriate health and safety guidance and PPE (for example, disposable gloves and aprons)
- Adequate supplies of appropriately coloured waste bags and bins are available for each type of waste
- Employees do not put hazardous waste into black bags intended for general waste
- Bags containing hazardous waste are stored safely, in clearly identifiable containers, and out of reach of member of the public
- General waste will be stored in the allocated refuse collection area
- Hazardous waste is removed from the premises at regular intervals
- General waste containers are emptied by appropriate refuse collectors at frequent intervals
- Security precautions to prevent theft, vandalism, arson and scavenging of waste are in place

### **7.20 Equality Act**

The school takes reasonable measures according to the Equality Act 2010 and makes reasonable adjustments to ensure that they are not discriminating against any persons. The school's approach to promoting equality are set out in the Equal Opportunities Policy, Equality Duty Statement and Single Equality Plan.

The school is committed to:

- Encouraging equality and diversity among the workforce and eliminating unlawful discrimination
- Provide equality, fairness and respect for all in employment, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Opposing and avoiding all forms of unlawful discrimination, including in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

All employees should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, students, contractors, suppliers and members of the public. Such acts may be investigated and dealt with as misconduct through the Staff Discipline Policy and associated procedures. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

## 8 Policy Management and Communication

The Headteacher is responsible for updating, issuing and distributing this Health and Safety Policy document to all employees and others who are required to see it.

Employees and others with management responsibility must be involved in the process of contributing to the Health and Safety Policy contents, both in terms of providing information or advising on activities or situations that are required to be included in the Health and Safety Policy.

### **Publicising the Policy**

There are three main mechanisms for publicising the school's Health and Safety Policy:

- A master copy will be retained by the Headteacher and HSC and saved in the Staff Handbook
- The 'Statement of Intent' will be posted in the Staff Room, General Office and Human Resources Office
- Section 2 of the Health and Safety Policy, which includes employees' responsibilities, will be shared with all employees through induction training and annual health and safety training

It is important that all persons involved in the activities of the school must be subject to the school's Health and Safety Policy, including self-employed persons providing services to the school, contractors and their employees.

If there are any queries with regard to the Health and Safety Policy document, please contact the Headteacher, HSC or Compliance Education Ltd.

## 9 Monitoring and Review

The policy has three levels of the monitoring activity:

### **Policy Monitoring**

The Headteacher and Governing Body will ensure that the Policy is implemented in full.

### **Site Inspections**

Site inspections will occur regularly by the Caretaking team and appointed external contractors. They are twofold in terms of benefits. Firstly, they ensure that what is supposed to happen as a consequence of the Health and Safety Policy does indeed happen and, secondly, they allow for the identification of any weaknesses in control measures or potentially unforeseen circumstances that may occur, placing site users at risk.

### **Health and Safety Audits**

There will be planned annual audits, identifying both strengths and weaknesses in collective health and safety management elements. These will be conducted by the External Health and Safety Advisor, together with the HSC and other relevant members of staff.

There will be an annual review of this Health and Safety Policy conducted by the External Health and Safety Advisor.

The aims of this review are threefold:

1. To ensure that all changes in health and safety law or best practices are imported into the Health and Safety Policy where necessary.
2. To ensure that all changes within the school that may increase, reduce or eliminate risks are taken account of in terms of documentation and risk assessments (for example, changes to the buildings).
3. This review will follow best practice as outlined in the HSE publication '*Successful Health and Safety Management*' and will be used as a to improve health and safety within the school.

Regular reviews, inspections and audits will determine if future action is required to enhance the school's health and safety performance.

## 10 Amendment Record

Date	Page(s)	Details

Revision	Date	Prepared by	Approved by
v1.0	25.01.2021	Alexandra Warner	
v1.1	02.02.2021	Dominic Mackenzie	Governors Buildings & Finance Committee on 23.03.21
v1.2	02.02.2022	Sarah Walker	
v1.3	22.03.2022	Dominic Mackenzie	Governors Buildings & Finance Committee on 22.03.2022
v1.4	28.02.23	Dominic Mackenzie	Governors Buildings & Finance Committee