

Health & Safety Policy

Wollaston School



Authors	Dr Mike Thomas
Date Ratified by Governors	November 2022
Date of Review	November 2023

This policy for Wollaston School forms an Annex to the Nene Valley Partnership Health and Safety Policy which was approved by its Trust Board in September 2022.

1. General statement of intent

The Nene Valley Partnership believes that people are its most important asset. It is therefore committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities. It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of objectives and targets for their achievement. The Head of School has prime responsibility for health and safety issues arising from their responsibilities in connection with the activities, students and employees under their control. Compliance to the legal requirements under the Health and Safety at Work Act 1974 and other relevant statutory provisions will be the minimum acceptable standard at Wollaston School. The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of the students. The Head of School, with the assistance of the Local Governing Body, aims to provide a safe and healthy working and learning environment for staff, students and visitors. To achieve a safe working environment all employees and students must appreciate that their safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in School sponsored activities.

The governing body of Wollaston School undertakes to meet fully its responsibilities under the 'persons in control of premises' section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The governing body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the governing body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The governing body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are set out in the Arrangements section.

2. OBJECTIVES

1. To annually review the Health and Safety Policy and ensure that it is signed by the chair of the Governing Body.
2. To ensure that there are specific policies and procedures for all risks.
3. To ensure that there is a written assessment for all associated risks in the school.
4. To ensure that there is training for all staff identified by an audit of their training needs.
5. To maintain consultation and communication with all staff and their union representatives and students.

6. To monitor and report as required any incidents or accidents

3. ORGANISATIONAL ARRANGEMENTS

The management chain for ensuring the provision of a safe and healthy working and learning environment is as follows:

- Level 1 - The Trustees of the Nene Valley Partnership and Head of School or in his/her absence the Senior Deputy Head/Head of School (with advice from qualified IOSH post holder).
- Level 2 - The Health and Safety Responsible Person or in his/her absence, the Premises Manager
- Level 3 - Senior Leadership Team and Staff Posts/Positions of Responsibility
- Level 4 - Teachers and Associate Staff

Trustees of the Nene valley Partnership Multi-Academy Trust (NVP-MAT)
--

Executive Headteacher and CEO NVP-MAT
--

James Birkett

Head of School

Simon Anderson

Health and Safety Responsible Person

Wayne Taylor

Premises Manager and Health and Safety Competent Person
--

Mark O'Key

Members of School Leadership Team
--

Mr K Beeby - Deputy Headteacher

Mrs S Lydon - Deputy Headteacher

Mr T Mills - Deputy Headteacher & Head of Sixth Form
--

Mr J Litt - Assistant Headteacher

Mrs C Codner - Assistant Headteacher, Inclusion/SENCo

Mr E Stevenson -Assistant Headteacher

Ms A Walker - Assistant Headteacher

Miss V Ayres – Assistant Headteacher

Heads of Faculty

Name	Faculty
Mrs R Lynch	Maths

Mr J Litt	English
Mr E Pugh (acting)	Science
Mr I Lewis	Humanities
Mr A Bennett	Physical Education
Mrs H Berry	Modern Foreign Languages
Miss V Ayres	Design Technology
Mrs S Goodge	Performing Arts
Miss L Pickwick	Social Sciences
Mr S Foster	Computing
Mr J Bodicoat	Public Services

Qualified First Aiders	
Name	Location
Kim Steadman	Student Welfare Officer
Susan Halliday	Student Officer
Faye Bland	Design
Sarah Hopkins	Reprographics
Alison Barron	LSA
Megan Downs	Humanities
Matthew Jackson	P.E
Rousanara Miah	Cover Supervisor
Alli Ayling	Maths
Matt Brookes	Maths
Harry Atherton	HOY 8/Maths
Sam Braham Nicoll	Maths
Claire Jones	ICT
Andrew Litchfield	Humanities
Devina Terry	Medical room cover/Kim's absence

Professional Associations Representatives
Mr Richard Hollis-Brown – NEU
Mrs Helen Berry – NASUWT

The Health and Safety Competent person has an IOSH Managing Safety qualification.

Organisation and Lines of Responsibility

Overall responsibility for the health and safety of all persons within the school rests with the Trustees of the Nene Valley Partnership Multi-academy Trust (NPV-MAT)

The Trustees will be responsible for setting policy and assessing performance through analysing safety data, as necessary.

The Trustees delegate responsibility to the Head of School for the purposes of the day to day running of the School with the direct assistance of the School Leadership Team. The Head of School will ensure the implementation of the safety policies and procedures and will ensure that staff are aware of the overall safety objectives for the Trust and the school so that this implementation is effective. The Head of School or his nominee will review safety performance regularly with the Local

Governing Body Health and Safety Committee through analysing safety data (including internal and external audit reports, incident records and safety committee minutes).

3.1 Trustees of the Nene Valley Partnership

The Trustees of the Nene Valley Partnership will:

1. Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school by requiring the Head of School to put in place a suitable H&S management system.
2. Ensure that the school management has identified and evaluated all relevant risks and that they have put in place appropriate control measures as a means of minimising risk to staff, students, visitors and other site users.
3. Periodically assess the effectiveness of this system and ensure that any necessary changes are made. To facilitate this, 'Health & Safety' will be a standard item at meetings of Trustees of the Nene Valley Partnership.
4. Ensure that all the trustees have sufficient awareness of the management of health and safety to be able to carry out their role adequately. This will be done by ensuring that at least one trustee takes responsibility for liaising with the Head of School on safety management issues.

3.2 Head of School

As well as the general duties which all employees have, the Head of School has responsibility for putting in place and continually developing a system for the management of Health & Safety of all employees, students, visitors and any other person using the premises or engaged in activities sponsored by the school. The Head of School has delegated much of the work required above to the Health and Safety Responsible Person and the Premises Manager however the Head of School remains responsible for H&S and will monitor and review the arrangements. From time to time the Department for Education, the Health and Safety Executive, the Local Authority and other regulatory or advisory bodies will issue codes of practice on topics for the guidance of Head of Schools and others who are in control of educational premises. The Head of School will, where appropriate, incorporate such codes into the health and safety policy and procedures.

3.3 The Health and Safety Responsible Person and the Premises Manager

The Health and Safety Responsible Person and/or the Premises Manager will:

1. Be the focal point for day-to-day references on safety, will give appropriate instructions and give advice or indicate sources of advice.
2. Co-ordinate the implementation and monitoring of the approved safety procedures in the school and communicate all instructions and guidance to the whole staff.
3. Maintain contact with outside agencies able to offer expert advice.
4. Receive all reports of hazards and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe, until satisfied as to their safety.

5. As appropriate make recommendations to the Trustees of the Nene Valley Partnership for additions or improvement to structure of the premises, plant, tools, equipment, machinery, etc. which are dangerous or potentially dangerous.

6. Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.

7. Review from time to time:

a) The provision of first aid in the school

b) The emergency regulations and make recommendations for improving the procedures laid down.

c) Regularly review the dissemination of safety information concerning the school

d) Recommend necessary changes and improvements in welfare facilities.

e) Ensure that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities.

f) Make regular reports to the Trustees of the Nene Valley Partnership and the Local Governing Body on health and safety matters.

g) Consult with approved trade union safety representatives on all health, safety and welfare matters and cooperate with them in the execution of their safety representative duties.

3.4 Senior Leadership Team and Staff Holding Posts/Positions of Responsibility

Senior Leadership Team and Staff holding posts/positions of responsibility:

1. Have a general responsibility for the application of the Trust's and the school's safety policy to their own department or area of work and are directly responsible to the HEAD OF SCHOOL and Governors for the application of existing safety measures and procedures within their department/area of work. Advice or instructions given by the Trust and the Health and Safety Responsible Person and/or the Premises Manager, including relevant parts of this statement, shall be observed

2. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring (as far as is reasonably practicable) safety and absence of risks to health in connection with the use of, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water)

3. Shall seek to resolve any health and safety problem any member of staff refers to them and refer to their line manager any of these problems to which they cannot achieve a satisfactory solution.

4. Shall carry out regular risk assessments of the activities for which they are responsible and report any problems or concerns immediately to their line manager

5. Shall discuss health and safety matters termly in department/team meetings and as required submit a report to the Health and Safety Responsible Person

6. Shall ensure, as far as reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable the other employees and students to avoid hazards and contribute positively to their own safety and health at work

7. Shall, where appropriate, seek external advice and guidance

8. Shall, through their line manager, propose to The Health and Safety Responsible Person and/or the Premises Manager requirements for safety equipment and/or additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially dangerous.

3.5 Class Teachers – Special Obligations

The safety of students when on trips or in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with their line manager before allowing practical work to take place. Class teachers are expected:

1. To exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare, illness and accident, and to carry them out.
2. To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
3. To give clear instructions and warnings as often as necessary.
4. To follow safe working procedures personally.
5. To call for protective clothing, guards, special safe working procedures, etc. where necessary.
6. To make recommendations to their Subject Leaders/Line Manager, e.g., on safety equipment and or additions or improvements to plant, tools, equipment, or machinery which are dangerous or potentially dangerous.
7. To notify any defects in their working areas immediately to the Health and Safety Responsible Person or the Premises Manager

3.6 Employees – General Obligations

The Health & Safety at Work Act 1974 states: "It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work". In order that this is observed all employees are expected to:

1. Co-operate with their employer so far as is necessary to enable the Trust/School to comply with their duties under the Act. Members of management, who are also employees, must ensure that they carry out any health and safety responsibilities assigned to them within the school's safety policy statement.
2. To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
3. To know and apply emergency procedures in respect of fire and first aid.
4. To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
5. To observe standards of protective clothing regarding safety and hygiene.

6. Co-operate and positively promote safety performance standards.

3.7 Students

All students and parents will be made aware of the contents of this section through the school's induction arrangements. Students are expected:

1. To exercise personal responsibility for the safety of self and classmates.
2. To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
3. To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
4. To use correctly and not wilfully misuse, neglect or interfere with things provided for his/her safety.

3.8 Visitors

All visitors to the school must report to the reception where a signing-in system is in operation. Regular visitors and other users of the premises are required to observe the safety rules of the school.

3.9 Contractors

Contractors working in or about the school must report to the Premises Manager and must be made aware of the school's safety rules. Contractors should have their own procedures on school visits and lone working. This includes any subcontractors they use. The premises Manager will share information with contractors in respect of the asbestos database and where there may be a risk from working alone. This and any other appropriate site-specific information will be discussed with the contractor prior to the commencement of work. All contractors must report accidents or near misses to the Health and Safety Responsible Person or the Premises Manager who will ensure that the relevant incident/accident forms are recorded/reported.

3.10 The Local Governing Body

The governing body will ensure that:

- a) The Head of School produces, in consultation with union-appointed health and safety representatives, a school health and safety policy for the school for approval and adoption by the governing body.
- b) Suitable and sufficient risk assessments of work activities are undertaken, and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g., in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken and the results reported to the Health and Safety Sub-Committee of the Governing Body.

e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.

f) It receives a regular report from its Health and Safety Sub-Committee

g) An annual health and safety audit is carried out and is published and discussed by the Health and Safety Sub-Committee.

h) A positive health and safety culture is established and maintained.

BASIC ARRANGEMENTS FOR HEALTH AND SAFETY

1.COMMITTEES AND SAFETY REPRESENTATIVES

The responsibilities of the Local Governing Body include a wide range of health and safety issues. On a termly basis the committee considers accidents occurring in the school during the previous term. It receives and considers a wide range of staff welfare issues, including long term absence, lone working arrangements and the operation of the school's Stress Management Procedures. The school's Appointed Safety Representative represents employees and is consulted by the Health and Safety Responsible Person and the Premises Manager on matters of safety. Both the Health and Safety Responsible Person and/or the Premises Manager and the school's appointed safety representative carry out safety inspections of the school on a regular basis. A Health and Safety Committee meets once every term and is a sub-committee of the Local Governing Body at the school. It is attended by the Health and Safety Responsible Person and the Premises Manager. Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. Wollaston School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. Wollaston School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively. Paid time off for routine functions will also be provided.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade union Mr Richard Hollis-Brown – NEU
 Mrs Helen Berry – NASUWT

1.1 Training

All staff will have Health and Safety training needs which are identified on a school and individual basis. Training is provided for First Aiders and Fire Marshalls. Subject specific training is provided for the Technicians in Science, D&T and Art departments. Additional staff on the leadership team are trained in writing risk assessments. The IT technicians have additional training on Display Screen Equipment.

2. SUPERVISION OF STUDENTS ON SCHOOL TRIPS

Trips outside the school provide an important extension to the curriculum and widen students' experiences. They do, however, place on the organiser and accompanying staff/adults a great responsibility of care for the children taking part. All staff participating in the trip do so in loco parentis. This means that they assume the responsibilities of a parent/carer for the children whilst in their care and are required to act as a responsible prudent parent/carer would in similar circumstances. The Department for Education emphasise the duty of loco parentis: "The duty of care enshrined in the principle of being in loco parentis should not be undertaken lightly for once assumed it cannot be set aside until the young people are returned to the care of their parents". All trips should:

- Be discussed and arrangements approved by the Senior Leadership Team member responsible for school trips/journeys before any information is given to students/parents/carers.
- Have an approved educational programme.
- Have the written consent of the parent/carer to their child taking part on the trip without which no child should be taken off school premises.
- Only undertake activities for which the staff have the appropriate qualifications. It is the duty of the trip organiser to be satisfied with the contractor's qualifications and credentials in writing before using their services.
- Ensure that any residence in which they may be staying provides a safe and healthy environment, and in particular, meets all fire safety requirements.
- Trip Organisers should also, in consultation with the Senior Leadership Team member responsible for school trips/journeys:

Send a letter to parents/carers which contains information concerning:

- details of the visit
- its educational aims
- the names of the staff/adults accompanying the trip
- details of the cost and any non-refundable payments

- a) Produce a staff rota to ensure the adequate supervision of students at all times.
- b) Obtain from parents/carers information concerning any medical condition from which their child suffers and make arrangements for the collection and administration of medicines.
- c) Carry out a detailed risk assessment of all the activities to be undertaken during the trip for the approval of the Senior Leadership Team member responsible for trips/journeys.
- d) Identify those students whose behaviour in school suggests that they cannot be trusted on the trip and therefore should not be taken out of school.
- e) Ensure that there is a system of contacts in case of an emergency and that copies of all the arrangements, and a list of names and telephone numbers of all participants, are given to the Senior Leadership Team and to a contact person.
- f) Ensure that participating staff/adults are fully informed of their responsibilities, are aware of agreed procedures and work as a team to maintain normal standards of care and discipline.
- g) Must ensure that there is an appropriate insurance policy, which adequately covers all participants for liability claims and/or medical expenses.

h) Complete a financial account of income and expenditure for the trip which should be given to the Business Manager and in his/her absence, the Head of School

3. EMERGENCY PROCEDURES

3.1 Illness or Accident

The school will take responsibility for the storage and administration of medicines when prior arrangements have been agreed as described in Wollaston's Policy for the Administration and Storage of Medicines. These arrangements are included in the staff handbook and communicated to parents as part of the school's admission procedures for students. If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

a) The school is responsible for the students and its own staff. First aid should be rendered, but only as far as knowledge and skill allow. In all cases the first aider, should be summoned immediately to tend to the casualty. The casualty should be reassured and if necessary, removed from danger.

b) The Medical Room is located outside Main Hall (Wollaston School). If circumstances necessitate a first aider should be summoned immediately to tend to the patient. In particular, if you have concerns about any possible serious injury to the head ensure that is called for immediately. Keep the patient safe, do not move them and be prepared to give as much information as possible to the First Aider. This will allow for an informed assessment of the injury. A decision will then be made about moving the patient and/or calling the emergency services. A list of first aiders is attached as an appendix.

c) Students who become ill during a lesson should be sent to the medical room, with a note of explanation, and accompanied with another student if necessary.

d) The First Aider will decide in consultation with the Senior Leadership Team whether it is necessary to request a parent/carer to come and collect their child who is ill.

e) In the case of an accident or a serious illness an ambulance should be summoned using the emergency "999" service. It may be appropriate however to transport a student to a casualty department without using the ambulance service but in these cases the member of staff using their own car must ensure that she/he has specific insurance cover for this purpose. There will be cases of a less severe nature than those requiring transport by ambulance. In all cases every effort will be made to contact the parent/carer and where possible no casualty should be allowed to travel to the hospital unaccompanied.

f) Parents/Carers must be informed in writing by the close of the school day whenever their child has received a head injury whilst under the supervision of the school. The parents/carers should be informed about the known details of the accident and first aid provided.

g) In serious cases of injury or accident an Accident Form should be completed as soon as possible after the incident by the supervising teacher and/or the first aider and where possible detailed statements obtained from witnesses. Accident forms are kept in the Medical Room. The accident forms should be passed to Health and Safety Responsible Person who will investigate the incident and provide a report to the Head of School.

h) Details of all accidents will be reported to the Local Governing Body.

3.2 Fire and Emergency Procedures

It is the duty of all members of staff to be aware of the fire and emergency procedures. It is the staff's responsibility to facilitate a smooth evacuation of students from the buildings should this be necessary. It is everyone's responsibility to ensure that all escape routes are kept clear. If any defective equipment is found (for example damage to extinguishers or signs), these must be reported to the Health and Safety Responsible Person or the Premises Manager. During a whole school evacuation, the assembly point will be on MUGA Pitch and Tennis Courts. Risk assessments are in place, and Personal Evacuation plans for staff/students who need them. Tutors should ensure that the following Fire and Emergency Procedures are explained to all students. When the fire alarm sounds or lights flash:

- a) All staff and students should evacuate the building immediately and if available take with them the class register.
- b) Staff should ensure that their room is empty and that where possible windows are shut.
- c) As appropriate, student wheelchair users will be taken by a Teaching Assistant to the nearest REFUGE point which is on the upper astroturf pitch.
- d) Teaching staff must then lead their group to the first fire assembly point which is the MUGA Court and Tennis courts. Time should not be wasted allowing students to gather their belongings. Access to the Tennis Courts will be as directed by the Senior Leadership Team and teaching staff must lead their group.
- e) Exit routes are indicated by white arrows on a green background positioned on the walls of the corridors.
- f) On arrival at the fire assembly point teaching staff should line up their students and establish if any of their students are missing. The names of any missing students should be indicated on the register. These will be collected by the Senior Leadership Team.
- g) Staff not responsible for students at the time of the emergency should assemble as a group and be available to assist as directed by the Senior Leadership Team.
- h) Should a fire or an emergency take place during morning break or lunchtime, students must stay in the playground and wait for instructions from their Year Leader or the Senior Leadership Team. Staff and students in a school building when the alarm sounds should leave the building by the nearest exit.
- i) A student out of a classroom when the fire alarm sounds should take the nearest exit from the building and re-join their group at the assembly point.
- j) At the end of a fire drill, staff and students should wait to be dismissed by the Senior Leadership Team.
- k) Tutors should ensure that all students are familiar with the above arrangements.

l) The site team will test the alarm system monthly and test fire alarm points so that each point is checked in turn.

m) The Health and Safety Responsible Person will be responsible for keeping a record of all fire practices and fire alarms.

n) All firefighting equipment is annually inspected and serviced. It is the responsibility of site team to ensure that the annual service takes place, and to maintain an inventory of all equipment plus details of the location and type of firefighting equipment.

o) It is a low risk that there may be an incident in the school where we require students to be kept in their classrooms and not allowed to roam around the site (a serious ingress into the school, a breach of the peace etc.). In these instances, the classrooms become a 'safe-haven' away from possible danger. Staff should follow the lock down policy. Staff must keep their students away from doors and windows and seat them in the middle of the room. An all-clear message will be given when the situation is resolved.

p) Both evacuation and safe-haven processes have been risk assessed.

4. DISPLAY SCREEN EQUIPMENT

The ICT support team are responsible for setting up and maintaining workstations and laptops for all staff. The ICT support team have completed training and have certificated accreditation to allow them to undertake this work. They follow the HSE Display Screen Equipment workstation checklist (INDG36.HTM) Staff are not required to set up their own workstations and should seek guidance from the ICT team should they have any concerns.

- Stage 1 - user carries out a self-assessment using the checklist.
- Stage 2 - concerns should be raised with the ICT support team.
- Stage 3 - wrist rests, foot stools etc. will be ordered on request via the ICT team.
- Stage 4 - when the need for a specialist chair has been identified using a self-assessment form, this should be raised with the Health and Safety Responsible Person who will then raise it with Head of School.
- Stage 5 - in severe cases of need, staff can self-refer to 'Access to Work', and an assessment will be carried out by them.

5. LONE/HOLIDAY WORKING PROCEDURES

Procedures for Lone/Holiday working continue to be developed and are reviewed. A risk assessment has been completed and guidelines given. The building is normally open until 7.00 pm during term-time but later working on some days may be possible if there are school functions or lettings in operation. Holiday use for work purposes is by arrangement with the Business Manager and in his/her absence, the Head of School/site team as are special requests for access at weekends. Signing in and out of the premises at holiday times is essential. A risk assessment is in place for lone working.

6. ENVIRONMENT/HAZARDS

The site team) are responsible for the inspection and maintenance of the buildings and fixtures and fitting. Staff have a responsibility to report all serious defects or hazards to the Premises Manager and/or their line manager. Routine repairs and maintenance requests should be notified to the Premises Manager.

7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).

COSHH details are kept by the Science and Design Technology subject leaders. No member of staff should bring into school any chemical or substance which might be regarded as hazardous without first gaining the permission of the Health and Safety Responsible Person. All new substances purchased by the school should have hazard data sheet completed on arrival which provides details of the substance and an assessment of its risk. The Team Leader Science Technician and Technology Technician have a specific responsibility in this area. A risk assessment is in place.

8. RADIATION PROTECTION

All activities involving sources of ionising radiation must be carried out or closely supervised by a member of staff who has satisfied the school's Radiation Protection Supervisor (RPS) that he or she is competent. The RPS will ensure that appropriate written instructions and training are provided for all those who handle radioactive substances. A risk assessment is in place.

9. ELECTRICAL SAFETY AND BATTERIES

A safety check of all portable electrical appliances will be arranged annually by the site team. Associate staff in the Science, Technology and Print Room Areas who have received appropriate training to test electrical appliances, will carry out safety checks in these areas and the site team will test appliances in other areas of the school. All staff must visually check all electrical equipment prior to use and report any defects to the Health and Safety Responsible Person or the Premises Manager. All defective equipment must be taken out of use immediately. Staff should not bring into school electrical appliances to use unless they have been previously tested by a competent tester. Portable equipment should not be brought into school. Anything that is brought in should be notified to the site team and PAT tested.

10. REPAIRS AND MAINTENANCE

All damage, signs of wear and defects in the school premises must be reported to the Premises Manager by email. See also the Nene Valley Partnership Premises Management Policy.

11. FURNITURE AND EQUIPMENT

Details of defective equipment and furniture must be reported to the premises Manager by email.

12. INFORMATION, DOCUMENTATION AND TRAINING

Staff with management responsibilities must ensure that the guidance or safety standards are always adhered to and that any training needs of staff are identified and actioned. The school safety manual is held by the Health and Safety Responsible Person.

13. CLEANING AND ARRANGEMENTS

Any problems relating to cleaning should be reported with Premises Manager. Should floors be wet/slippery, or any other hazard observed this should be immediately reported to the Head of School for contact to be made with the site team.

14. REVIEW OF EMERGENCY PROCEDURES

From time to time, it will be necessary for the Health and Safety Responsible Person or the Premises Manager and the school Safety Representative to review the provision of first aid in the school and the emergency procedures. Where necessary they will make recommendations to the Head of School /Governors for improving the procedures.

15. MANAGEMENT OF ASBESTOS

To comply with the duty to manage the risk from asbestos, we will, as appropriate:

1. Take reasonable steps to determine the location and condition of asbestos containing materials.
2. Presume materials contain asbestos unless there is strong evidence that they do not.
3. Make and keep an up-to-date record of the location and condition of the asbestos containing materials on the school premises.
4. Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
5. Prepare a plan setting out how the risks from the materials are to be managed.
6. Take the necessary steps to put the plan into action.
7. Review and monitor the plan periodically.
8. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

16. MANUAL HANDLING

School staff are not required to carry out any manual handling activities; a request should be raised with the site team.

17. WORKING AT HEIGHT

School staff are not required to carry out any working at height activities; a request should be raised with the site team.

18. VIOLENCE AND AGGRESSION

No staff member should have to face violence or aggression from other staff, students, parents, or visitors to the school. A policy document and a risk assessment are in place, and staff should familiarise themselves with the contents.

19. HIRING AND USE OF BUILDINGS/BOOKINGS

Bookings are made by calling the finance office for hours outside of school use. The site team are responsible for the safety of the persons making the booking and are therefore responsible for familiarising them with emergency procedures etc. Other bookings are made via the Business Manager. Bookings are not made during school hours by the Business Manager – but are made for weekends/holidays. The site team are responsible for ensuring that the building is empty before locking up.

20. SPECIALIST EQUIPMENT FOR LESSONS

Specialist equipment should be scrutinised every lesson for possible defects, and not used should there be any doubt. Faults/defects should be reported to the line manager and not used until adequate repairs or replacement is carried out.

21. GAS SAFETY

The school will ensure that all necessary employees will receive adequate training for the safe use of any gas appliances. It will carry out a periodic inspection of all gas systems and appliances and will

maintain a register all gas appliances on school premises and will keep records of any inspections or tests. Staff may not bring portable gas appliances on to the school site without authorisation from the premises manager.

22. OUTSIDE AREAS

Outside areas are the responsibility of the site team. However, any member of staff noticing a problem should immediately report it to the Business Manager (or in his/her absence the Head of School). A risk assessment is in place.

23. STRESS

Please see the separate stress policy

24. ADDITIONAL HEALTH AND SAFETY POLICIES AND PROCEDURES

The School will adopt the trust's arrangements as set out in this policy and in its Premises Management Policy and, where necessary, establish its own arrangements, which may be set out in separate policies or procedures.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that the working life of everyone is accident free. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Health and Safety Responsible Person and the Appointed Staff Health and Safety representatives.

REVIEW

The Health and Safety Policy and Procedures are reviewed annually by the Local Governing Body.

Date of next review: _____