



Health and Safety Policy and Procedures

Contents	Page
1. Statement of Intent	2
2. Health and Safety Responsibilities	2
3. Headteacher's Duties	4
4. Campus Manager	5
5. Deputy Head Care and Guidance and Deputy Headteacher Achievement	6
6. Assistant Headteacher Primary / EYFS, Secondary Lead, Post 16 Lead, Residence Lead	7
7. Housekeeper	8
8. Child Contact Staff (Teaching & Learning) [Teachers, Education Assistants, Audiology and Speech and language Therapy, Transition Support Communicators	9
9.	10
10. Office Based Staff	11
11. Maintenance and Security Staff	11
12. Cook	12
13. Kitchen Assistants	13
14. Cleaning and Domestic Staff	14
15. Young Workers	15
16. Sub-contractors Working on our Premises	15
17. Health and Safety Arrangements – Systems and Procedures	16
18. Health and Safety Arrangements – Arrangements for Implementing Policy	16

Date of last review:	March 2023	Date of next review:	September 2025
-----------------------------	------------	-----------------------------	----------------

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
September 2025	Retained External Experts	Pending	Upon review of GB in Autumn Term 2025

Signed		Designation	Chair of Governors
Name	Janet Hall Heather Flockton	Date	March 2023

There are enhanced controls in place due to the COVID-19
[Guidance for full opening: special schools and other specialist settings](#)
[Updated 7 January 2022 as amended](#)

1. Statement of Intent

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognise our health and safety duties under the [Health and Safety at Work Etc. Act 1974](#), the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and codes of practice for our workplace.

Our accident and near-miss incident prevention function is an integral part of operational management. The main objective is the elimination of accident and incident causes by tackling them at source. As a matter of policy we will take all reasonable care to protect our employees and others who may be affected by our activities and facilities, by implementing safe operating procedures and safe systems of work from the outset to eliminate foreseeable hazards. We regularly review these procedures and systems so as to continuously improve how we operate.

We will also take all practical steps necessary to prevent or reduce harmful impacts on the environment, which may result from our activities or waste. We will respect legal standards and will implement changes that are appropriate to achieve compliance.

The Headteacher has the overall responsibility for effective health and safety management in the workplace. They will appoint a Senior Manager responsible for Safety to oversee health and safety matters in the workplace and report back their findings to the Governing Body. The Senior Manager responsible for safety will ensure that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this policy and associated safety arrangements. They will also ensure that if a competent employee is not available, an external source of competent assistance and advice will be sought. It is the responsibility of the Senior Manager responsible for Safety and the Senior Leadership Team to ensure we achieve day-to-day health and safety compliance in the workplace and to liaise with our competent advisor.

All employees must comply with the legal safety obligations placed upon them by legislation and company policies. They must also co-operate with the company in meeting its legal requirements and responsibilities.

We will provide appropriate health and safety information, instruction, training and supervision for our employees. We will also actively involve them in all health and safety matters, where appropriate, through a process of consultation and communication.

Signed		Designation	Chair of Governors
Name	Janet Hall Heather Flockton	Date	March 2023



2. Health and Safety Responsibilities

We have many responsibilities under health and safety legislation towards:

- our employees
- children & young people (CYP)
- clients and visitors
- contractors and sub-contract labour
- members of the general public

The School's obligations can only be met by ensuring that all our employees carry out their own individual responsibilities.

EMPLOYEES AT ALL LEVELS

As an employee of this organisation it is your individual responsibility and duty to:

- take reasonable care of your fellow employees, visitors, members of the public and others working on our premises whose health and safety who may be affected by your acts or omissions while at work
- co-operate with the School in regard to its health and safety responsibilities and duties, and do not interfere with or misuse anything provided in the interest of health, safety or welfare
- be aware of your health and safety responsibilities and duties as imposed by legislation, this Policy document and organisation safety rules
- readily accept training, instruction, information and supervision to allow you to carry out your job in a safe and competent manner
- provide assistance to the Health and Safety Administrator in fulfilling their safety related duties
- report all potential or identified hazards to your Head of Department or the Health and Safety Administrator immediately
- as you work do not leave materials or equipment where there may be a danger of your fellow employees, students or other persons on the premises coming into contact with them and causing themselves harm
- ensure you are aware of the hazards and risks associated with your job
- inform the Organisation as soon as practicable if you discover you are pregnant so we can ensure you are not undertaking any activities which may put you or your unborn child at risk
- always wear personal protective equipment issued to you by the organisation when working in areas of potential risk or health hazards
- ensure due care and attention is paid when manually lifting, carrying, pushing or pulling loads, equipment or materials while at work
- ensure your display screen equipment is set-up in accordance with legal and ergonomic requirements, as well as being comfortable for your use
- only operate workplace equipment, you are competent, trained and authorised to use
- ensure all workplace equipment under your control is operated in a safe and competent manner, using appropriate safeguards and safe systems of work
- ensure when working at height you adhere to the control measures in place and always use the appropriate access equipment
- pay due care and attention when handling and using hazardous substances, ensuring you adhere to the relevant safety data sheets or COSHH¹ assessments
- assist the Health and Safety Administrator in investigating accidents or near miss incidents which occur in your area of work
- ensure all accidents, near-miss incidents and motor vehicle accidents you are involved in whilst at work are reported to the appropriate person verbally and details entered into the accident book or report form as soon as possible
- ensure any vehicle you operate for school business is road legal and you hold an appropriate valid

¹ [COSHH = Control of Substances Hazardous to Health](#)

driving licence. When driving your own vehicle for work purposes ensure appropriate business motor insurance and vehicle road tax is also in place.

- ensure you are familiar with the Fire Emergency Action Plan in place for our premises for you, our students and visitors
- ensure you are familiar with the first-aid arrangements on our premises
- report any electrical faults immediately to your Head of Department. Do not attempt to repair any fault yourself unless you are trained and authorised to do so.
- ensure that any visitor under your control is aware of our health and safety rules and procedures affecting them whilst on our premises
- inform your Head of Department of any medical condition or medication you are taking which may affect your ability to work in a safe manner
- ensure that you or visitors under your control do not smoke within our premises or relevant school vehicles

REMEMBER

ANYONE FOUND WORKING TO THEIR OWN, OR OTHER PERSON'S DETRIMENT, OR IN DISREGARD TO THIS POLICY OR OTHER HEALTH AND SAFETY PROCEDURE, COULD BE HELD PERSONALLY RESPONSIBLE IN LAW. THEY MAY ALSO BE SUBJECT TO DISCIPLINARY PROCEEDINGS WHICH MAY LEAD TO THEIR DISMISSAL

3. Headteacher's Duties

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You have sufficient knowledge and resources to fulfill your role as Headteacher and the designated as the Responsible person responsible person for Health and Safety
- The Senior Leadership Team and all levels of management, including the Campus Manager, are fully aware of their health, safety and welfare duties to our organisation, our employees and others that may be affected by our workactivities.
- You are aware of the statutory requirements affecting our organisation.
- The School has a suitable means of being made aware of current legislative requirements and being kept up-to-date with any changes that may occur to these requirements.
- This Policy is stated in writing (with a BSL translation available upon request), and brought to the attention of allemployees² and sub-contractors used on a regular basis.
- Provisions are in place for employees to be made aware of, and instructed in, their responsibilities as imposed by legislation.
- Systems are in place to review and up-date this document :
 - annually; or
 - when significant changes in legislation or best practice occur; or
 - when significant employment changes occur; or
 - when significant new plant, equipment or process is introduced
- Sufficient arrangements, facilities and finances are available to fully implement this Policy successfully and appropriately.
- Safe systems of work are in operation, and employees receive adequate and appropriate training, information, instruction and supervision.
- The School's health and safety management performance is reviewed at least annually and any corrective action needed is taken to implement new procedures and control measures.
- A senior member of management is appointed to be responsible for ensuring the organisation is complying with its health and safety duties.
- If a competent safety trained employee is not employed within the company, a "Competent Advisor"³ is nominated to advise the School on health and safety matters.
- The Senior Leadership Team will liaise with AWSafety Management Ltd , our nominated Competent Advisors, for health and safety matters.
- Our Competent Advisors are accredited under an SSIP (Safety Schemes in Procurement)



Royal School
for the Deaf Derby

² All employees refer to full-time, part-time and temporary staff.

³ As required by Section 7 of the [Management of Health and Safety at Work Regulations 1999](#).

provider. This is to demonstrate their continued competence in the field of health and safety.

- You lead by example and always adopt safe working practices in the school.

4. Campus Manager

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our organisation, and have necessary competence, resources and support from the School to ensure they are being fully implemented.
- The School's health and safety management performance is reviewed at least annually with the Headteacher, and if necessary the Competent Advisors, and any corrective action needed is taken to implement new procedures and control measures.
- You liaise with the School's Competent Advisors for health and safety matters when necessary to ensure the School is fully compliant with its legal requirements.
- Provisions are in place for employees to be made aware of, and instructed in their responsibilities as imposed by legislation and company safety requirements.
- You fully participate in the Health and Safety Committee attending all meetings and acting as chairperson when required.
- All work carried out complies with the requirements of the [Health and Safety at Work Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#) and other relevant legislation for your workplace and activities.
- Safe systems of work are in operation for all identified work activities and hazards.
- An employee induction programme is in operation and an on-going health and safety training programme is available and in place for all employees.
- Detailed information on safety, health and welfare matters is readily available for all employees.
- The person who has control over the company premises (responsible person) complies with the requirements of the [Regulatory Reform \(Fire Safety\) Order 2005](#).
- Accidents and near-miss incidents are thoroughly investigated by the designated person and you are made fully aware of the investigation findings for implementation of control measures to prevent a reoccurrence.
- You or a competent member of management appropriately reports [RIDDOR](#)⁴ accidents and incidents to the RIDDOR Incident Centre.
- All persons working on or visiting school premises or using school vehicles adhere to the smoke-free requirements in place.
- First-aid and fire precautions are in place, and employees are made aware of their locations and purpose.
- You lead by example and adopt safe working practices in the workplace.
- Heads of Departments are kept informed of all issues concerning the implementation of this Policy.
- All employees are aware of and instructed in their responsibilities and duties as imposed by legislation and management.
- Visits from the [Health and Safety Executive](#), Organisation Insurers and external Competent Advisors are fully managed, reported to senior management and points raised in their reports are acted upon within the agreed timescales.
- In-house reports on hazards, accidents and near-miss incidents are immediately acted upon.
- Accident and near-miss incidents information is co-ordinated, analysed and reported to the senior leadership team and the Resources Committee.
- Employees receive adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees.
- The Health & Safety Committee meets, at a minimum, once a term with minutes or action points being taken, for

⁴ [Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013](#)



action and circulation to all employees.

- All hazards are examined, evaluated and subject to control measures.
- Risk assessments are carried out and recorded in a written format, with copies being supplied to relevant employees for information and implementation of control measures.
- Suitable personal protective equipment is available, issued and used by relevant employees.
- Employees involved in manually handling or moving loads are adequately trained in the correct lifting principles, and are aware of the risks present.
- Statutory tests, inspections and maintenance of plant and work equipment is carried out by a competent person. After tests, inspections and maintenance, necessary equipment guards and other control measures must be back in place before use by an operator.
- All work activities involving work at height are risk assessed and appropriate control measures implemented.
- The appropriate access equipment is readily available and used by employees working at height.
- Hazardous substances and highly flammable liquids used in the workplace and on the grounds are risk assessed and appropriately controlled and stored.
- First-aid facilities are available in accordance with the [Health and Safety \(First-Aid\) Regulations 1981 \(rev 2013 \(as amended 2018\)\)](#) and associated [Approved Code of Practice \(ACoP\)](#).
- Responsible employees are appointed and suitably trained to render appropriate levels of first aid cover in the workplace.
- You are familiar with the in-house hazard, accident and near-miss procedures and your responsibility to act upon incident report forms and investigate incidents as soon as practicable.
- You are familiar with the HSE (RIDDOR) accident and damage reporting procedure, and your responsibility to report necessary accidents and incidents to the RIDDOR Incident Centre.
- The 'responsible person' or their appointed competent persons have carried out a fire risk assessment of the premises, and appropriate preventative and protective measures are in place.
- Procedures are in place to ensure all persons working on or visiting the premises are aware of the fire risks they are exposed to and the fire safety arrangements in place.
- Fire wardens are appointed and suitably trained to assist in safely evacuating our premises in an emergency situation.
- Periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.
- Necessary statutory notices and signs are clearly displayed, and all relevant statutory registers are provided and used in the workplace.
- The activities of all contractors and sub-contractors working on our premises are monitored to ensure that they are safe for our employees and students, and also that of sub contract labour.
- Any member of staff driving an organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate when the vehicle is over 3 years old in place.
- Procedures are in place for employees dealing with potentially violent situations and acts.
- All persons working in or visiting the school are aware of their legal duty not to smoke inside the premises or within school vehicles.

5. Deputy Head Care & Guidance and Deputy Headteacher Achievement

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Management under your control are aware of the safety rules and standards expected of them.
- You are aware of the statutory requirements affecting our organisation and fully support the Campus Manager in carrying out their safety related duties.
- Management under your control is aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and company requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.

- Management under your control receives adequate health and safety induction, job specific and refresher training to perform their job safely.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your direct control.
- You lead by example and adopt safe working practices in the workplace.
- Accidents and near-miss incidents in areas under your direct control are correctly reported and thoroughly investigated by a competent and designated member of staff
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR⁵.
- Your co-operation and assistance is given to the Campus Manager in carrying out his duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

6. Department and Area Leads, Assistant Headteacher

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our Organisation and fully support the Campus Manager in carrying out their safety related duties.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and Organisation requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Information on safety, health and welfare matters is effectively communicated to all employees under your control. This should include making them aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Employees under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- Pregnant workers are not permitted to undertake any activities that may adversely affect the health and safety of themselves or the unborn child.
- Young workers⁶ (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- You lead by example and adopt safe working practices in the workplace.
- An ample supply of personal protective equipment is available, issued and used by the relevant employees.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling principles.
- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.
- All hazardous substances used by employees or students under your control are risk assessed

⁵ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

⁶ Young persons who are either employed by the organisation or are on work experience/placement with the organisation.

and appropriate control measures in place. Always ensure staff are supplied with and use personal protective equipment issued for using COSHH⁷ items.

- All potential or unreported hazards in your work area are reported immediately to the Campus Manager or a member of the Safety Committee.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a competent and designated member of staff.
- You are conversant with our accident and damage reporting procedure and the requirements of RIDDOR⁸.
- Your co-operation and assistance is given to the Campus Manager in carrying out their duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- All persons working on or visiting the premises are aware of the fire risks they are exposed to and the fire safety procedures in place.
- Any member of staff under your control driving an Organisation vehicle⁹ or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All persons working on or visiting the premises are aware of their legal duty not to smoke inside the premises or within organisation vehicles.
- Contractors and sub-contract labour under your control are aware of their responsibilities as imposed by legislation and organisation procedures.
- Employees under your control and students are aware of the areas to avoid when hazardous contract work is being carried out.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

7. Housekeeper

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our organisation and fully support the Campus Manager in carrying out their safety related duties.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and organisation requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Information on safety, health and welfare matters is effectively communicated to all employees under your control. This should include making them aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Employees under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- Employees under your control who inform you they are pregnant should not be allowed to carry out arduous manual handling tasks that could put her or her unborn child at risk.

⁷ Control Of Substances Hazardous to Health

⁸ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

⁹ This includes vehicles owned, leased or hired by the company for business purposes.

- Young workers¹⁰ (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out, and are informed which equipment they are forbidden to operate.
- An ample supply of personal protective equipment is available, issued and used by relevant employees.
- Employees carrying out manual handling activities in areas under your control adhere to the correct manual handling principles and never carry more than they can manage.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.
- All hazardous substances used by employees under your control are risk assessed and appropriate control measures in place. Always ensure staff are supplied with and use personal protective equipment issued for using COSHH¹¹ items.
- All employees under your control are informed how to safely clear-up and dispose of any biological hazards found within the organisation, and are supplied with the appropriate personal protective equipment.
- All potential or unreported hazards in your work area are reported immediately to the Campus Manager.
- Working in partnership with the Campus Manager, you carry out regular safety inspections, wherever possible removing hazards which exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a designated and competent member of staff.
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR¹².
- Your co-operation and assistance is given to the Campus Manager in carrying out their duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Contractors and sub-contract labour under your control are aware of their responsibilities as imposed by legislation and organisation procedures.
- Employees under your control and students are aware of the areas to avoid when hazardous contract work is being carried out.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

8. Child Contact Staff (Teaching & Learning) Teachers, Education Assistants, Care Staff, Audiology and Speech and Language Therapy, Transition Support Communicators

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and our organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- You lead by example and adopt safe working practices in the workplace.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- You pay due care and attention when handling, stacking, loading and unloading equipment and stationery, always using correct manual handling principles. Never carry too many items that is

¹⁰ Young persons who are either employed by the organisation or are on work experience/placement with the organisation.

¹¹ Control of Substances Hazardous to Health

¹² RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



likely to result in an injury to yourself, others or school property.

- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- You are aware of how to safely evacuate students from the premises in the event of the fire alarm bell sounding.
- Visitors under your control adhere to our health and safety rules and procedures.
- You do not allow students under your control to undertake any activity that you perceive as being unsafe.
- You do not put yourself or others at risk in the event of a potentially violent act, and you are aware and trained in the correct procedure to follow in such events.
- Any member of staff driving an Organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All staff must drive the vehicle in a safe and professional manner, adhering to the Highway Code, School traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.

9. Office Based Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- You pay due care and attention when handling, stacking, loading and unloading equipment and stationery.
- Your Display Screen Equipment is set-up correctly and comfortably for your use.
- If your work involves working on a laptop ensure that it is set-up in accordance with ergonomic requirements and best practice.
- You take regular breaks from working specifically on Display Screen Equipment.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control adhere to our health and safety rules and procedures.

10. Maintenance and Security Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- Your immediate work area is safe and tidy and you only operate workplace equipment and carry

out maintenance activities you are authorised, trained and competent in.

- Access and egress to the premises and car park is made safe in adverse and icy weather conditions.
- Power cables or cords do not trail across floors or corridors where someone could trip over it.
- Appropriate personal protective equipment is always worn when and where necessary.
- You pay due care and attention when manually handling, stacking, loading and unloading equipment and loads, always using correct manual handling principles.
- Guards and safety devices fitted to operational workplace equipment are always in place and used. If maintaining or repairing work equipment ensure suitable control measures are in place to prevent you or others being exposed to hazards.
- You do not operate work equipment that you believe to be unsafe or non-compliant with legal requirements.
- You must never remove or defeat any guards or safety devices fitted to work equipment, unless part of a designated maintenance procedure and other appropriate safeguards have been put into operation.
- After operating work equipment, using hazard substances, handling biological waste or you believe your hands to be dirty/ contaminated you must always wash your hands before eating, drinking or smoking.
- When working at height, you adhere to safe systems of work in operation, and any access equipment used is safe for its intended purpose and correctly erected.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wearing hearing protection provided in the correct manner.
- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the relevant safety data sheet or COSHH¹³ assessment.
- All hand-held electrical equipment used is 110 volts, fitted with a RCD¹⁴ or battery operated (rechargeable), especially if to be used outdoors.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out his duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors and Contractors under your control adhere to our health and safety rules and procedures.
- Any member of staff driving an Organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All staff must drive the vehicle in a safe and professional manner, adhering to the Highway Code, School traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.

11. Cook

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of and adhere to the statutory requirements affecting our Organisation.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their responsibilities as imposed by legislation and the organisation.
- All work carried out, and all work equipment in use complies with relevant legislation.

¹³ COSHH = Control Of Substances Hazardous to Health

¹⁴ RCD = Residual Circuit Device

- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health, safety and food hygiene induction, job specific and on-going refresher training to perform their job safely, hygienically and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- All staff preparing, handling or serving food stuff are trained in the correct food hygiene techniques and carry out their work in a safe and hygienic manner.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- You adhere to the food hygiene policy and [Hazard Analysis and Critical Control Point \(HACCP\)](#) documents in operation.
- Temperature checks are carried out and recorded for fridges, freezers and other necessary food storage areas.
- Temperature checks are carried out and recorded for food items during food preparation and service.
- Employees under your control are aware of the hazards and risks associated with their work area and activities.
- Pregnant workers are not permitted to undertake any activities that may adversely affect the health and safety of themselves or the unborn child.
- Young workers (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- You lead by example and adopt safe working practices in the workplace.
- An ample supply of personal protective equipment is available, issued and used by relevant employees.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling principles.
- Staff carrying out activities which involve hot, sharp or bulky loads should be provided with additional manual handling training and the correct protective clothing and equipment.
- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any COSHH¹⁵ items used are assessed and control measures in operation for their correct and safe use.
- Spillages and dirty work areas are immediately and correctly cleaned-up to avoid contamination of food stuff.
- Breakages are immediately and safely cleared-up and disposed of to avoid cutting hazards.
- A cleaning schedule is in place for the correct and thorough cleaning of all kitchen equipment, food handling equipment, food contact surfaces and hand contact surfaces.
- Any member of staff suffering from a medical condition likely to cause food contamination is immediately removed from the kitchen and is not allowed to return until they are no longer a hygiene risk.
- All potential or unreported hazards in your work area are reported immediately to the Campus Manager.
- Working in partnership with the Campus Manager, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by a designated and competent member of staff.
- Your co-operation and assistance is given to the Campus Manager in carrying out his duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors under your control are informed of and adhere to our health and safety rules and procedures.

¹⁵ COSHH = Control Of Substance Hazardous to Health



12. Kitchen Assistants

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and organisation procedures.
- Your immediate workplace is safe, clean and tidy and you only operate workplace equipment you are trained and competent to use.
- You are aware of the personal hygiene standards expected of you when preparing or handling food and anyone ignoring the organisation standards will be disciplined.
- You adhere to the food hygiene policy and HACCP documents in operation.
- Appropriate personal protective equipment, whites and non-slip footwear are always worn when working in the kitchen.
- You pay due care and attention when handling, stacking, loading and unloading equipment and food stock, always using correct manual handling principles. Special attention should be paid when carrying or moving hot cooking dishes or equipment.
- Spillages or wet floor surfaces are clearly identified by safety signage or markers when there is a risk from others slipping on them.
- Glass or china breakages in your work area are immediately cleared-up and safely disposed of in accordance with organisation procedures
- You always use safety devices and guards fitted to workplace equipment, and knives should never be left lying on work tops, or placed in storage unprotected.
- You must never remove or defeat any guards or safety devices fitted to work equipment.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the relevant safety data sheet or COSHH¹⁶ assessment.
- All cuts and open wounds must be covered with appropriate dressings or blue-coloured plasters.
- Any medical condition¹⁷ that you or persons you are in close contact with, are suffering from which is likely to cause food contamination must be immediately reported to your Head of Department.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.

13. Cleaning and Domestic Staff

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and Organisation procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction are readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Head of Department.
- Any spillages, slipping or tripping hazards in your work area are immediately removed or cleaned-up.
- Spillages or wet floor surfaces are clearly identified by safety signage or markers when there is a risk from others slipping on them.
- Do not block fire escape routes, fire exits or fire points with rubbish, cleaning equipment or other items being used as part of your job activities.

¹⁶ COSHH = Control Of Substances Hazardous to Health

¹⁷ Please refer to section 24: Food Hygiene arrangements for further information.



- Appropriate personal protective equipment is always worn when and where indicated.
- You pay due care and attention when handling, stacking, loading and unloading materials, always using correct manual handling principles. Never carry too many items that is likely to result in an injury to yourself, others or school property.
- Guards and safety devices fitted to workplace equipment are always in place and used.
- You must never remove or defeat any guards or safety devices fitted to work equipment.
- After operating work equipment, using hazard substances, handling biological waste or you believe your hands to be dirty/contaminated you must always wash your hands before eating, drinking or smoking.
- Power cables or cords do not trail across staircases, passageways or doorways where someone could trip over it.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the relevant safety data sheet or COSHH¹⁸ assessment.
- When clearing up biological hazards, you wear protective gloves and contaminated items are placed in suitably marked containers for laundering or disposal.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Campus Manager in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Any member of staff driving an Organisation vehicle or using their own vehicle for School business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- All staff must drive the vehicle in a safe and professional manner, adhering to the Highway Code, School traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.

14. Young Workers (under 18 years of age)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are familiar with and adhere to the safe systems of work in operation within the organisation.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment or carry out activities that management has given you permission to undertake or you are receiving training in from a competent person.
- Always obtain suitable permission, supervision and instruction from a competent person before attempting any new task or operating workplace equipment you are not competent in.
- Appropriate supervision, training, information and instruction will be provided, ensure that it is readily accepted to enable you to carry out your job or a task in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your supervisor.
- Appropriate personal protective equipment is worn when and where instructed in the workplace. If you are unsure as to what protective equipment is required seek advice from your supervisor.
- You pay due care and attention when handling, stacking, loading and unloading equipment and always use correct lifting principles.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the hazards prior to using any substance. Only handle hazardous substances you have been given prior permission to use.
- You are conversant with the in-house accident and damage reporting procedure.

¹⁸ COSHH = Control Of Substances Hazardous to Health



- Your co-operation is given to the Campus Manager in carrying out his duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.

15. Sub-contractors Working on the School's Premises

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- You provide the School with a copy of the following prior to commencing work on our premises:
 - ✚ your Health and Safety Policy (where applicable);
 - ✚ relevant risk assessments;
 - ✚ COSHH¹⁹ safety data sheets;
 - ✚ method statements and written safe systems of work;
 - ✚ relevant insurance certificates;
 - ✚ evidence of company and individual contractors competence.
- Your immediate workplace is safe, tidy and clear of debris and unused work equipment and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, information and instruction is readily accepted from the School to enable you to carry out your job in a safe and competent manner.
- You are aware of the risks present and all necessary precautions to be taken on our premises before commencing work.
- You report uncontrolled hazards, potential hazards or equipment defects in your work area immediately to our Campus Manager.
- Appropriate personal protective equipment is worn when and where instructed whilst on our premises.
- All plant, workplace equipment and electrical items brought onto our premises are in good working order, fit for its intended use and has necessary safety devices fitted.
- Ensure any plant or workplace equipment used, or area worked in, is left in a safe condition and fit for purpose after completing work. Ensure necessary safeguards and warning signs are displayed whilst work is in underway, if our staff will be exposed to any additional hazards.
- When working at height appropriate access equipment is used for the task at height being carried out.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wearing hearing protection provided in the correct manner.
- You are conversant with our in-house accident and damage reporting procedure.
- You are aware of the first-aid and the fire evacuation arrangements on our premises.
- You do not smoke when working inside of our premises and adhere to the smoke-free policy in place.

16. Health and Safety Arrangements – Systems and Procedures

We recognise the importance of health, safety and welfare within our organisation and will establish the procedures to allow the necessary action to be taken to procure that a healthy and safe environment is provided and maintained for all employees, students and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by all our employees in identifying potential hazards and eliminating them wherever possible.

It is therefore our ultimate aim that in conducting our activities, account must be taken of the need to:

- formulate and maintain safe working systems

¹⁹ COSHH = Control of Substances Hazardous to Health



- take all necessary steps to establish the causes of accidents and near-miss incidents and ensure that reasonable measures are taken to prevent recurrence
- ensure that no process, hazardous substance, plant or equipment is introduced unless it complies with statutory testing or examination requirements, and so far as is reasonably practicable the health and safety of employees will not be affected
- provide proper and adequate induction and on-going training in order to ensure all employees are fully instructed and trained in safe working methods applicable to their work
- encourage the closest possible liaison and consultation between management and employees of all levels in matters relating to health and safety
- ensure all statutory requirements relating to our activities are fully complied with, and we progressively improve upon our levels of health and safety performance
- advise and keep employees informed of their duties and responsibilities under legislation including the requirement to:
 - a) abide by safe working systems set in place;
 - b) make use of facilities and equipment provided for their protection;
 - c) refrain from any act which could endanger themselves or other persons;
 - d) refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health safety and welfare;
 - e) report any known defect or hazard which could endanger the health or safety of themselves or other persons;
 - f) co-operate with our employer as far as is necessary to ensure that statutory duties or requirements are complied with.

17. Health and Safety Arrangements - Arrangements for Implementing Policy

I. Health and Safety Management

In all areas under our control, arrangements will be put into practice to, so far as is reasonably practicable, prevent harm to our employees and others who may be affected by our work activities. This is as required by the [Health and Safety at Work Etc. Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#) and other relevant Health and Safety legislation.

Systems will be put into operation to control, monitor and review all arrangements to ensure preventative steps taken are still appropriate. We shall also carry out at least annually a full review of our Health and Safety management systems, and associated documentation, to ensure it is still appropriate for our work activities. Our in-house system follows the [Health and Safety Executive Managing for Health and Safety 'Plan, Do, Check, Act' \(PDCA\)](#) approach (formally known as HSG65). We will adhere to the principles and management practices outlined within it to achieve effective health and safety management within the workplace.

Since the 1st October 2012 the Health and Safety Executive have introduced '[Fees for Interventions \(FFI\)](#)'. If an inspector visiting our premises (or investigating an event involving a member of our staff) discovers a material breach then they will charge the duty holder £160 an hour for the time they spend investigating and resolving the breaches. The duty holder will also be subject to the costs generated by any specialists involved in the investigation. Where the Health and Safety Executive issue us with a prohibition or improvement notice or we are issued with an invoice for a FFI material breach, we will take immediate steps to remedy the situation within the allocated time period. The Headteacher and the Campus Manager will be immediately informed of the issuing of such notices and ensure corrective actions are taken and any invoices paid as required.

II. Health and Safety Policy

As required by the [Health and Safety at Work Etc. Act 1974](#) all employees will have access to a full copy of this policy document, and will be actively encouraged to familiarise themselves with it.

A system will be put in place to monitor and annually review this Policy to ensure it is still relevant to our organisation and its work activities.

An up-to-date copy of the Statement of Intent signed by our Chair of Governors will be displayed in a prominent position on our premises.

III. Employers Liability Insurance

We will ensure that relevant insurance policies are in place as required by legislation and to provide additional assurance in the workplace to our employees.

The insurance policy certificate will be displayed in a prominent accessible position on our premises or employees will have reasonable access to an electronic version of the certificate.

IV. Induction and training procedure

Training is an excellent and important means of achieving employee competence at all levels and ensuring safe working practices are utilised.

We will provide a comprehensive induction training schedule, with health and safety being a key element. It will be the responsibility of the Campus Manager or the relevant departmental Manager to carry out the health and safety element of the induction training. All induction training carried out will be in a documented format, with signatures from both the inductor and inductee once the process is completed.

We will also provide job-specific training, with necessary health and safety sections, for all employees to ensure they are able to carry out their job without risk to themselves or others. Job-specific refresher training will also be provided to ensure continued competence.

V. Consultation with Employees

We will consult directly with our employees, if practicable, or with their elected safety representatives in regards to health and safety matters affecting the organisation and their well-being. This is as required by the Consultation with [Employees \(Health and Safety\) Regulations 1996](#) and the [Safety Representatives and Safety Committees Regulations 1977](#) in unionised organisations.

Any member of staff can attend the Health and Safety committee meeting or ask for another member of staff to represent them. Notes will be circulated to all employees and all staff are encouraged to bring health and safety problems to the safety group's attention.

The Campus Manager, the Governor responsible for Health and Safety representatives will all be actively involved in the Health & Safety Committee meetings.

The Headteacher will ensure that all employees and sub-contractors are consulted with in regard to health and safety matters, either verbally or in a written format. All employees will be encouraged to bring their health and safety concerns, issues or suggestions to the attention of the Campus Manager or their department head.

VI. Risk Assessments

All hazards in the workplace will be identified, as well as who is at risk and how they may be harmed. Once identified we will evaluate the extent of the risks these persons are exposed to, as well as the control measures already in place. Any significant risks will be assessed and the findings recorded in a written format as required by the [Management of the Health and Safety Regulations 1999](#). It is the responsibility of the Campus Manager to ensure the relevant risk assessments have been carried out in a written format. These assessments will be made available to those employees at risk.

Risk assessment documentation will be regularly reviewed²⁰ to ascertain if any new hazards have been

²⁰ The review frequency will be dependent upon the current existing level of risk

introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice.

Systems are in place to ensure that additional individual assessments of risk will be carried out for young workers²¹ and pregnant employees when necessary.

Safe systems of work will be applied where practicable to assist in managing effectively significant risks identified in any risk assessment.

VII. Persons at potential additional risk

Certain persons in the working environment are at a perceived higher level of risk due to their lack of experience and risk awareness, or due to medical or physical limitations. Therefore young workers, pregnant workers, new mothers and disabled workers will have individual assessments of risk carried out and appropriate control measures implemented to protect their safety and well-being.

Pregnant Workers and New Mother - As required by the [Management of Health and Safety at Work Regulations 1999](#), the company will protect their employees who in the future could be a new or expectant mother. A risk assessment will be carried out on the individual member of staff as soon as the company is informed of their pregnancy, they are breastfeeding or have given birth in the last 6 months. The risk assessment will identify any control measures required to protect the well-being and safety of the pregnant employee and her unborn child or a new mother and their children. The assessment will also identify the required assessment review frequency.

Young Workers - When employing a person under 18 years old, or allowing a person under 18 years old on work experience, the company will assess the risks the young worker will be exposed to before they start work and ensure the appropriate control measures are put into operation. An individual risk assessment will be carried out on the individual young worker which will take into account their psychological and physical immaturity, inexperience or lack of awareness of existing or potential workplace risks. A copy of the individual risk assessment will also be forwarded to the young workers parents or carers.

Disabled Workers - Disability is classified by the [Equality Act 2010](#) as any person having a physical or mental impairment which has substantial and long term adverse effects on their ability to carry out normal day-to-day activities. The company will ensure any disabled persons applying for a job role or already working for the company will have equal opportunities by making 'reasonable adjustments' to overcome any potential risks they may experience. We will also obtain consent from the disabled person before approaching specialists or their GP who may advise on necessary workplace adjustments.

VIII. Personal Protective Equipment (PPE)

Personal Protective Equipment will always be used as a last resort in the workplace²². If other control measures cannot protect employees from a risk, we will provide suitable and appropriate PPE as required under the [Personal Protective Equipment at Work Regulations 2022](#).

We will ensure employees and contractors are involved in the selection process for necessary Personal Protective Equipment, and that it is appropriate for the hazards highlighted; the working conditions; and the employee's needs. Personal Protective Equipment will be provided free of charge for employees and contractors exposed to risks, and will be replaced at regular intervals to prevent exposure to the identified hazards.

All employees, contractors and others required to wear Personal Protective Equipment on our premises will be

²¹ Employees under 18 years old and young persons on work experience.

²² In some circumstances, other Health and Safety legislation requires the mandatory wearing of specific Personal Protective Equipment and in these cases must be used where/when required.

provided with information and instruction to ensure it is being worn correctly.

Employees and sub-contractors continually not wearing the Personal Protective Equipment provided or required by the Company may be subject to disciplinary action or removal from the Company premises.

IX. Manual Handling

Any manual handling operation in the workplace likely to cause an employee harm will be risk assessed. Appropriate control measures will be introduced to reduce the risk of injury as outlined in the [Manual Handling Operations Regulations 1992](#)

As a first step in risk management we will, where practicable, avoid the manual handling of loads by using mechanical means for lifting. Where not practicable, we will assess the load weight; the shape and size of the load; the way the task is carried out; the working environment; and the individual's capabilities to allow appropriate control measures to be introduced.

Any member of staff at risk from manual handling activities will be provided with an appropriate level of manual handling principles training, and job specific information and instruction to prevent potential injuries.

X. Display Screen Equipment (DSE)

Employees who, habitually²³ use display screen equipment; need to transfer information to and from the screen quickly; are highly dependent on DSE for everyday tasks; have no choice about using DSE for work; will be classified as a 'user'. We will therefore ensure a [DSE self-assessment](#) is carried out by the User (after being provided with the relevant information and instruction) on their workstation and working environment and this assessment is then checked by competent person to determine if any further control measures are required. Relevant information and training will be provided to all the DSE users.

A DSE user is also be entitled to a DSE eyesight test paid for by the organisation at intervals stated by their optician (this is normally every two years). A specified financial contribution will also be made by the organisation, as indicated in the [Health and Safety \(Display Screen Equipment\) Regulations 1992 \(rev 2003\)](#), for Users requiring corrective glasses for specific use on DSE²⁴..

XI. Welfare Arrangements

Health, safety and welfare facilities and arrangements will be provided and maintained on all our premises to the standard required by the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#). The Regulations cover over 20 areas of welfare requirements.

Inspections of the workplace will be carried out on a regular scheduled basis by the person responsible for each designated area (department head) and findings will be recorded for reference and action and a copy of the report passed onto the Campus Manager.

Temperature

We will adhere, where practicable, to provide a comfortable working temperature. The current recommended minimum working temperature is 16°C in normal working conditions and 13°C where physical work is being carried out. This may not be achievable in certain working conditions or provide reasonable comfort, as such the temperature should be as close to the above temperatures as practicable. There is no maximum working temperature currently but appropriate control measures will be introduced to provide a comfortable working environment for our employees and others.

²³ For continuous spells of an hour or more on a daily basis

²⁴ Refer to Display Screen Equipment Policy.

Ventilation

Our workplace will be well ventilated to allow stale, hot and humid air to be replaced at a reasonable rate by fresh or purified air. In cases where windows and other openings do not provide sufficient ventilation, necessary mechanical ventilation systems should be provided.

Lighting

Lighting will be set at levels to allow employees to work and use facilities without experiencing eye-strain, and safely move from place to place. Emergency lighting should be provided in areas where sudden loss of light would present a serious risk.

Room Dimensions and Space

Workrooms will have enough free space to allow people easy access to and from their workstations, to move within the room with ease and not to restrict their movements while performing their work.

Sanitary Conveniences

Sufficient toilet and washing facilities will be provided to allow everyone at work to use them without unreasonable delay. Provision will be made for any workers with a disability to enable them to have access to facilities which are adjusted for their use if necessary. All facilities should be located so they are convenient. Washbasins will have hot and cold, or warm, running water, and be large enough to allow a worker to wash their face, hands and forearms.

Conditions of floors, staircases and walkways

Floor and traffic routes will be of sound construction and will have adequate strength and stability, taking account of the loads placed on them and the traffic passing over them. The surfaces of floors and traffic routes will be free from any hole, slope, or uneven or slippery surface.

Traffic and pedestrian routes

Where practicable, there will be enough traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty. For safety purposes, separate routes will be provided, where practicable, for pedestrians and they will be guided to use the correct route by clear marking. Such routes will be kept unobstructed.

XII. Working at Height

Wherever possible working at height²⁵ will be eliminated by carrying out the activity from ground level or a safe existing place of work. Where not practicable, the activity requiring work at height will be risk assessed and appropriately planned, organised and carried out by competent people. This is as required by the [Working at Height Regulations 2005](#).

The risk assessment will take into account the work activity; the physical capabilities of the persons carrying out the task; the duration of the job; the location; and the working environment. From this the appropriate access equipment will be selected, provided and used. Additional to this will be the provision of other control measures to prevent the fall of persons or equipment from height.

When employees and contractors are working at height during term time they will ensure that suitable control measures and safeguards are put into operation to prevent pupils and students from gaining contact to any access equipment that is being utilised.

XIII. Workplace Equipment

We will take into account the working conditions and risks present in the workplace when selecting equipment. We will also ensure that any equipment provided is suitable for its intended use, correctly guarded and is properly maintained by competent persons.

²⁵ Covers work activities where a fall from height is liable to cause injury

Written risk assessments and safe systems of work will be in place for all necessary work equipment, and these will be discussed with employees using such work equipment.

Our employees will also be supplied with adequate information, instruction, training and supervision as required by the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#) to operate work equipment correctly and safely, and to carry out their job in a safe manner.

Where practicable a Planned Preventative Maintenance programme will be in operation for workplace equipment. Where not practicable a Breakdown Maintenance programme will be introduced, which will involve the non-working equipment to be removed from use until repaired (or replaced). Persons carrying out maintenance work will be suitably trained, qualified and competent to do so.

XIV. Vibration at Work

Wherever vibrating equipment is being used which is liable to expose employees to levels above the daily exposure limits a detailed risk assessment must be carried out. This is as required by the [Control of Vibration at Work Regulations 2005](#).

The risk assessment will take into account the magnitude, duration and level of exposure; the effects of the vibration on the operator; working environment; and any information supplied by the equipment manufacturer. Appropriate control measures when then be introduced to eliminate exposure or to reduce to the lowest level possible.

XV. Control of Substances Hazardous to Health (COSHH) (including asbestos)

The requirements of the [COSHH Regulations 2002 \(rev 2004\)](#) will be satisfied. The least hazardous type of any substance will be purchased and used in order to minimise risks to our employees and others. A COSHH control procedure will be in operation to ensure that we are aware of the substances held on our premises.

All products that are hazardous to health, all work activities where these substances are used, and work activities which produce hazardous substances as a by-product will be identified. Assessments of risk will be carried out, monitored and reviewed to ensure the control measures in place are effective. All employees will have access to these assessments and any associated information.

The requirements of the [Control of Asbestos Regulations 2012](#) will be adhered to. We will make the assumption that materials in the fabric of the building contain asbestos unless there is strong evidence to the contrary. We will engage a suitably trained person to carry out a building survey and take appropriate samples for analysis. All asbestos containing materials on the premises will be maintained in a good condition or safely and appropriately removed.

Where we are the duty holder, we will undertake a risk assessment into where asbestos containing materials may be located on the premises; produce a written plan identifying such areas; and highlight the measures to be taken to manage the asbestos risk. All such information will be readily available for persons coming onto our premises whom are likely to disturb it.

XVI. First-aid arrangements

The terms of the [Health and Safety \(First-Aid\) Regulations 1981 \(rev 2009\)](#) and associated Approved Code of Practice will be observed as a minimum standard of cover.

We will determine the necessary level of first aid provision²⁶ required in our workplace by undertaking a suitable risk assessment. Once the level of first aid cover required is determined we will select from

²⁶ First aid cover can be in the form of a First Aider at Work, (FAW), Emergency First Aider at Work, (EFAW) or an Appointed Person.

our employee's suitable persons to undertake the necessary level of certificated first aid training to enable us to achieve compliance and provide adequate cover. We will ensure that first aid training is carried out by a competent reputable training provider. First aid personnel will undertake refresher training²⁷ at the intervals specified by the Regulations.

Details of our first aid personnel will be displayed in prominent positions throughout our premises for the benefit of all our employees. New employees will be informed of the first aid arrangements during their induction to the company. Any changes in the first-aid arrangements will be immediately circulated to all relevant employees.

Supply levels and content of first aid box will be checked and re-stocked at regular intervals by the School Nurse. First-aid boxes will be kept secure, yet will be quickly available in an emergency. We will not provide employees with any medication, nor will it be allowed to be kept in the first aid box. Special arrangements will be made for employees requiring prescribed medication to be taken in an emergency. A School Nurse is also present on the school premises to provide specialist medical assistance to the pupils and students when required.

Employees should make their manager or the Campus Manager aware of any pre-existing medical conditions or allergies they may have or other medical information which in the event of an accident the first aid personnel or emergency services may need to be made aware of. All such information will be kept in total confidence.

XVII. Accident and near-miss reporting

Accident details will be recorded using the on line system [Evolve Accident Book](#). Once an entry is made, the Campus Manager (in his absence, the Headteacher or Deputy Headteacher Care and Guidance) will be reviewed and acted on where necessary

The requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be followed in respect of any reportable accident, dangerous occurrence or workplace disease.

If there is an accident connected with our work and an employee, or self-employed person working on our premises, or a member of the public is killed or suffers a major injury we will notify the RIDDOR Incident Contact Centre (ICC) immediately by telephone or via the HSE web-site.

If there is an accident connected with our work (including an act of physical violence) and an employee, or a self-employed person working on our premises, suffers an over-seven-day injury we will report it to the RIDDOR Incident Centre within fifteen days. An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days.

We will contact the RIDDOR Incident Contact Centre by completing the appropriate HSE report form F2508 on their web-site within the required time frame. Completed RIDDOR report forms will be kept on file in a secure location to conform with GDPR requirements.

If a doctor notifies us that an employee suffers from a reportable work-related disease, then we will report it to the RIDDOR Incident Contact Centre. We will adhere to the above reporting procedure except will complete a F2508A report form.

If something happens on our premises that does not result in a reportable injury, but which clearly could have done, then it may be classified as a dangerous occurrence under the RIDDOR

²⁷ Refresher certificated training is required at 3 yearly intervals (before the certificate expires). Attendance of an optional annual skills update course is also recommended by the Health and Safety Executive for persons holding the First Aid at Work or Emergency First Aid at Work certificates.

Regulations. Further details on what constitutes a dangerous occurrence are listed on the HSE RIDDOR web-site. If the incident is classified as a dangerous occurrence we will complete the appropriate HSE report form on their web-site within the required time frame.

XVIII. Accident and near-miss investigation

The Campus Manager will be personally informed or will review the on line system [Evolve Accident Book](#) to determine if any reported accidents or near-miss incidents require further investigation. The designated member of staff will investigate reported accidents and incidents to determine if any control measures need to be introduced to prevent a reoccurrence. Where necessary an incident or near-miss investigation findings will be documented.

A thorough investigation will be carried out by the Campus Manager for all workplace accidents resulting in a fatality; an employee being absent from work; an employee, a student or a member of the general public requiring hospital treatment due to a workplace accident; or an accident involving a student; or near-miss incidents of a serious nature. A full report will be prepared to identify causes of the accident and to identify areas in which remedial action is required. A copy will be forwarded to the Headteacher, the senior management team, the Chair of Governors, School Insurers and appropriate enforcing authority if necessary.

XIX. Fire Safety

On our premises we will adhere to the requirements of our detailed written fire risk assessments as required by the [Regulatory Reform \(Fire Safety\) Order 2005](#). The fire risk assessments will identify the fire hazards on the premises, the control measures needed to reduce fire risks to as low as reasonably practicable, and the arrangements required if a fire does start. The fire risk assessments will be reviewed at intervals specified within the assessment, if the assessment is no longer believed to be valid, or after significant changes have occurred within the premises.

It is the responsibility of the 'responsible person' to ensure the requirements of the Order are being complied with. The responsible person is the employer and any other person who may have control of any part of the premises (the occupier, owner, landlord etc.).

New employees will be informed of the Emergency Action Plan at their induction stage, along with a tour of the premises to highlight location of fire exits, fire extinguishers etc. All employees will receive appropriate fire safety information and instruction at induction and at regular intervals thereafter. Any changes in the Emergency Action Plan or fire risk assessments will be immediately circulated to all relevant employees and non-employees.

Fire marshals and wardens will be selected from suitable members of staff. They will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire Marshalls and wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all employees and visitors.

Evacuation drills will be held at intervals determined in our fire risk assessment and recorded in the fire logbook. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable.

Inspections and maintenance will be carried out by a competent person on all firefighting and fire warning systems at the required intervals. Additional fire safety checks will be carried out by the designated employee at scheduled intervals. All inspections, maintenance and safety checks will be recorded in the fire logbook.

XX. Electrical safety and Gas safety

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present

employees with additional risk, as required by the Electricity at Work Regulations 1989.

The mains electricity supply will be inspected and tested in accordance with the Regulations²⁸ at intervals not exceeding 3 years for residential premises and 5 years for all other premises²⁹. A competent electrician will carry this out.

All portable electrical appliances will be inspected and tested on a regular basis by a trained and competent person in accordance with legislative requirements and best practice. Employees will also be provided with relevant instruction and information to allow them to carry out regular 'user' checks. Whenever possible 110-volt electrical equipment, double insulated equipment or battery-operated equipment will be used.

All cables, plugs and connections will be properly organised, inspected and maintained to minimise any risks to our employees. Employees will not carry out maintenance on electrical equipment or plugs without prior training and permission.

No live work will be carried out on electrical systems unless a permit to work certificate is in operation, and a competent and trained electrician is carrying out the work.

The [Gas Safety \(Installation and Use\) Regulations 1998](#) will be complied with in regard to the safe use of gas systems and appliances on our premises. We will ensure anyone carrying out work on our gas appliances or fittings is competent and registered with the [Gas Safe Register \(as required as of April 1st 2009\)](#).

All gas systems and appliances will be maintained to prevent injury to our employees or others from carbon monoxide poisoning or fire and explosion.

XXI. Safety signage

We will provide and display relevant instructional, prohibitive and warning safety signs throughout the workplace to highlight hazards present and the control measures necessary. We will ensure they are unambiguous, easily seen and understood. They will also conform to the current British and European standards.

The [Health and Safety law poster \(rev 2009\)](#) will be displayed in a prominent location on our premises with the details of employee safety representatives or other health and safety contacts displayed upon it, however this is not compulsory. If we do not wish to display the Health and Safety law poster we will issue each employee with a copy of the equivalent HSE leaflet.

XXII. Contractors working on our premises

We will select contractors to carry out work on our premises by a formalised selection process. Contractors who meet with our criteria will be added to our preferred supplier's list. They will be required to provide the organisation with any up-dates of safety documents relevant to their working practices.

We will provide contractors and their labour with necessary information to work safely on our premises. They must familiarise themselves with any health and safety rules and arrangements that apply to the part of the premises in which they will be working. They are also required to wear the necessary personal protective equipment for the risks present in that part of the premises or the work activities they will be carrying out.

²⁸ As required by the [18th edition of the IET Wiring Regulations and the Electricity at Work Regulations 1989](#).

²⁹ Different periodic inspection intervals are required for certain workplaces and the [IET Wiring Regulations BS7671:2008 \(2011\)](#) should be referred to for guidance.

We will inform our employees of any risks to their health and safety, or changes to their working environment in advance of contract work commencing. We will also inform our employees and students of areas they will be restricted from during the work being carried out.

When having appropriate building alterations or new build work carried out, we will adhere to our client duties as required under the [Construction \(Design and Management\) Regulations 2015](#).

XXIII. Violence at work

When our employees are working in environments or situations in which there is a potential for violence or abuse (whether verbal, psychological or physical) we will ensure so far as reasonably practicable that our employees are not put at personal risk and are fully trained in how to cope and diffuse the situation without harm to themselves or others.

A detailed risk assessment will be carried out to identify any significant hazards and from its findings safe systems of work and other protective measures will be put in place to try and eliminate or reduce violent situations whilst at work. Employees will be provided with instruction and training on these procedures prior to working in potentially violent situations.

Employees have a responsibility for their own safety and should never enter an environment or situation in which they feel threatened or unsafe.

XXIV. Visitors

All visitors will be required to report to the main reception office on entering our premises.

The receptionist will inform the visitor of the relevant health and safety rules and procedures to be followed while on our premises. They will also be responsible for ensuring visitors sign-in and out of the building.

All visitors and contractors will be required to wear identification badges whilst on our premises, and appropriate Personal Protective Equipment when entering areas of potential risk.

XXV. Driving and vehicle safety

We will ensure that all employees required to drive on School business, no matter how short the journey or how infrequently, are aware of the company driving policy in place. All School drivers are required to adhere to the requirements of the Highway Code and any additional company traffic management systems in place on our premises or any locations they may visit. All persons (including employees, pupils and students) within vehicles that are in motion must wear an appropriate seat belt, harness or be secured within the vehicle by suitable means.

Employees will only be allowed to drive vehicles on school business if they present the school with their current driving licence details prior to first use (as of the 8th June 2015 the paper counterpart of the driving licence is not up-dated by the DVLA and not valid). School drivers will also be required to provide their consent (or a DVLA access code) to the school for them to carry out DVLA driving licence checks annually or upon request.

We will ensure any vehicle used for School business is road legal, is serviced as required and has the appropriate business class motor insurance cover³⁰. Owner-drivers will be responsible for ensuring their own vehicles are road legal and safe to drive.

The School must be immediately informed if an employee is involved in any motor vehicle accident whilst on company business (or at any time if driving a company vehicle); receives any endorsement

³⁰ If an employee is driving their own vehicle for company business they will need to provide the company on an annual basis with a copy of their motor insurance policy and current MOT certificate (if age of vehicle warrants this).

points to their driving licence; or is banned from driving a motor vehicle.

Drivers will not be permitted to operate a vehicle on School business if they are suffering from certain medical conditions; are under the influence of alcohol or illegal substances; or are taking medication that affects their driving ability. Any employee not informing the School of their inability to drive a vehicle on company business and subsequently driving may be subject to disciplinary procedures.

Hand held mobile phones are not to be used when driving vehicles on School business. **Hands-free mobile** phones may be used for **verbal** communication whilst driving **when it is safe to do so**. Hands-free mobile phones **must not** be used for the drafting or checking of e-mails or text messages (or other messaging apps); programming or altering of satellite navigate programmes; or the physical operation of any other apps on the phone whilst the vehicle is in motion. All such activities must only be carried out when the vehicle is parked in a safe place and the engine is turned off. Any employee caught using a hand-held mobile phone, or a hands-free mobile phone in an unsafe or inappropriate manner, whilst driving by the authorities will be responsible for paying their own fines. The employee is also responsible for reporting the endorsement points they receive on their licence to the school.

XXVI. Workplace Noise

Levels of workplace noise will be monitored to ensure the appropriate control measures are implemented to prevent the Upper Action value (UAV³¹) or Exposure Limit Value (ELV³²) being exceeded. Measurements of workplace noise levels will be required if a risk assessment and listening checks deem it to be necessary.

We will implement control measures and hearing conservation to reduce noise exposure to below the statutory action values. Areas within the workplace which exceed the Upper Action Value will be classified as noise protection zones, and all employees and others within this area will be required to wear suitable hearing protection.

Hearing surveillance is mandatory at the Upper Action Value. It will also be offered to employees at the Lower Action Value are more sensitive and prone to noise induced hearing loss. Health surveillance will be conducted and interpreted by a suitably qualified person.

XXVII. Food Hygiene

On our premises and other areas in which food items are handled or prepared, we operate a strict food hygiene policy. All food will be stored and prepared under hygienic conditions and within specified temperature ranges as required by the [Food Hygiene \(England\) Regulations 2013](#) and [Food Standards Agency good practice guides](#)³³.

Equipment that food comes into contact with will be kept clean and in a hygienic manner so as to prevent food contamination.

All employees involved in food preparation or handling will maintain high standards of personal cleanliness and hygiene, and will wear appropriate protective clothing at all times during work. All employees will be aware of the food hygiene policy in place and will be trained in accordance to its requirements.

Employees handling and preparing food will be required to inform the Head Cook, their Supervisor or the Campus Manager immediately if they (or persons they have been in close contact with) are

³¹ Upper Action Value is 85dB(A)

³² Exposure Action Value is 87dB(A) and persons should not be exposed to this level under any circumstances.

³³ It is not a legal requirement to adhere to the good practice guides, although following it will demonstrate a company's compliance with the UK hygiene regulations.

suffering from any infection or medical condition likely to contaminate food. This includes vomiting; feeling sick; diarrhoea; ear, nose or eye discharge; skin infections. In these circumstances employees will not be permitted to be involved with the preparation or handling of food items on the premises.

XXVIII. Legionella

We will ensure our employees are protected from Legionnaires' Disease in the workplace by the implementation of control measures identified in our detailed risk assessment as outlined in the [Control of legionella bacteria in water systems \(L8\) Approved Code of Practice](#). Regular checks of water samples in high risk areas will test for the legionella bacteria.

We will ensure water is not stored at temperatures between 20°C and 45°C or comes into contact with infected organic matter where practicable. We will also regularly flush water in pipe-works and cisterns so as to not allow it to stand undisturbed for long periods of time.

XXIX. Smoke-free Policy

We operate a smoke-free policy which is inclusive of e-cigarettes for our premises and organisation vehicles. Employees and others visiting the organisation are not allowed to smoke on the School campus.

Appropriate smoke-free signage as required by the [Health Act 2006](#) will be displayed at entrances to the premises and within necessary company vehicles. Employees and visitors not adhering to the smoke-free requirements will be responsible for paying their own fines issued by the authorities. Employees may also be subject to disciplinary action by the organisation.

XXX. Alcohol and Drug Misuse Policy

In the workplace alcohol and drug misuse can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health. Employees who develop alcohol or drug misuse related problems can cause harm to themselves, to others and impair their performance whilst at work.

The misuse of alcohol and drugs can affect a person's ability to carry out tasks in a safe manner. As such we have in place an Alcohol and Drugs Misuse Policy. A copy of the full policy will be issued, or made available, to all staff. The Policy covers alcohol, prescribed and over-the-counter medication, and illegal drugs.

The policy aims to:

- Promote awareness of alcohol and drug related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the organisation complies with its legal obligations;
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol and drug abuse; and
- Support Employees with an alcohol or drug related problem.

Unless it is formally approved by the Headteacher or designated member of senior management, employees may not consume alcohol, or bring it onto our premises, during working hours. Alcohol must not be consumed in any situation where, as a consequence, the safety of the individual, their colleagues, pupils or any non-employees within the working environment is put at risk.

All employees will be required to notify the organisation if they are taking prescription and/or over-the-counter preparations that could affect their work performance and/or their ability to work in a safe manner (create a safety risk).

Substance misuse will not in itself constitute grounds for dismissal. Employees who are unfit or

otherwise incapable for work through the consumption of alcohol or through drug abuse will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

In the event that an employee is diagnosed with a drug or alcohol-related problem the organisation will treat it as a health matter, and the employee will be encouraged to seek guidance and assistance, this can be from their own GP or from a recommended counselling agency.

XXXI. Workplace Stress Policy

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

We have adopted a positive workplace culture, in which your health, safety and well-being are important to us. However, it is important to realise, that there are peaks and troughs in any job or workload, and we are aware that being unable to cope with these situations may unfortunately cause pressure in some individuals.

The organisation will identify all workplace stressors and conduct necessary risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed in line with our health and safety management system requirements.

If an employee feels that the demands of their job is causing them pressure or stress, either temporarily or permanently, they will be encouraged to discuss the matter with their head of department, or the Campus Manager, who will recommend appropriate guidance and assistance. Management will also be instructed in how to identify signals that persons may be experiencing stress and the appropriate action to take.

We also appreciate that on occasions, out of work situations may arise which can result in additional pressure whilst at work. We will aim to react appropriately to all of the circumstances we are made aware of, and will offer appropriate support and understanding, where possible, to enable employees to rectify the matter.

XXXII. COVID-19 Policy

Protecting the health and well-being of our employees, children and young people, contractors and anyone coming onto our premises is our top priority and we have developed a proactive plan designed to minimise the impact of COVID-19 within our school. We will implement the plan in following guidance from Public Health England and the UK Government. The COVID-19 public health emergency guidance is constantly changing. Therefore, this policy and our management plans will be subject to change and ongoing reviews. All changes to the policy will be communicated to employees by email and the school website.

Our risk assessment is continuously being updated when guidance changes and includes the measures that we are actively taking to protect our employees, children and young people and contractors from the COVID-19 virus and to further mitigate the spread of it through the company and wider community. To maintain a healthy and safe workplace, all staff, CYP's and contractors are asked to follow all the rules that can be found in our risk assessment diligently. It is important that we all act responsibly and transparently to these health precautions.

[Covid Risk Assessment review Jan 2022](#)
[Covid Risk Assessment \(BSL\)](#)



[Covid Continuity Plan](#)

See also

- Health and Safety in PE and Sport Policy
- Fire Policy and Procedures
- Crisis Management Policy
- Alcohol, Drug and Smoking Policy
- Lone Worker Policy