



## Health and Safety Policy

This policy was approved and ratified by the Finance & Resources Committee of  
Cox Green School  
on 1<sup>st</sup> March 2017

Chair of Governors \_\_\_\_\_

Headteacher \_\_\_\_\_

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1.6	Finance & Resources Committee	1/3/17	1/3/17	March 2020



## CONTENTS

### 1.0 Part 1 Introduction

- 1.1. Foreword
- 1.2. Cox Green Health and Safety Policy Statement
- 1.3. Cox Greens Commitment to Management of Health and Safety
- 1.4. Health & Safety Legislation

### 2.0 Part 2 Managing Health & Safety

- 2.1. The Governing Body
- 2.2. Responsibility of the Headteacher
- 2.3. Responsibility of the Health & Safety Co-ordinator
- 2.4. Responsibilities of the Premise Manager (Deputy Responsible Person) for Building Health and Safety
- 2.5. Responsibilities of Learning Leaders
- 2.6. Responsibility of Class Teachers
- 2.7. Responsibilities of all staff
- 2.8. Responsibilities of the Inclusion Manager
- 2.9. Responsibilities of Hirers, contractors, sub-contractors and others
- 2.10. Responsibilities of Pupils
- 2.11. Responsibilities of the Fire Wardens and deputies
- 2.12. First Aiders and Appointed Persons
- 2.13. Monitoring the Effectiveness of the Policy / Health and Safety Advice

### 3.0 Part 3 Procedures and Arrangements

- 3.1. Accident/incident reporting
- 3.2. Asbestos (management of)
- 3.3. Contractors
- 3.4. Display Screen Equipment
- 3.5. Electrical Equipment
- 3.6. Fire Procedures
- 3.7. Emergency Procedures
- 3.8. Containment
- 3.9. First Aid
- 3.10. Control of substances hazardous to health
- 3.11. Lettings/ shared use of premises/ use of premises outside school hours
- 3.12. Lone Working / work outside of normal school hours
- 3.13. Managing medicines / drugs
- 3.14. Maintenance and inspection of equipment
- 3.15. Manual handling and lifting
- 3.16. Personal Protective Equipment (PPE)
- 3.17. Risk Assessments
- 3.18. School Transport/Mini Bus
- 3.19. Security
- 3.20. Site Maintenance/Premises Team
- 3.21. Glazing and window safety
- 3.22. Legionella
- 3.23. No smoking
- 3.24. Staff training
- 3.25. Visitors
- 3.26. Working at height



- 3.27. Violence
- 3.28. Caretaking and cleaning
- 3.29. Refuse and Recycling
- 3.30. Bomb alerts and Suspect packages
- 3.31. Other related policies

**4.0 Part 4 Appendices**

- 4.1. First Aid Risk assessment
- 4.2. School Risk Assessments



## **PART 1 - POLICY**

### **1.1 FOREWORD**

- 1.1.1 The Health and Safety at Work etc. Act 1974 places a legal duty on Cox Green School to prepare and, where appropriate, revise a written health and safety policy and bring the statement, and any revisions made to it, to the notice of all its employees.
- 1.1.2. The Headteacher must ensure that they and all members of their staff receive and are familiar with the Health and Safety summary and sign confirmation that they have read this and also know where they can gain access to the full Health & Safety Policy. Copies of both documents are available on Cox Green School's document storage system Staff information drive.
- 1.1.3. Cox Green School recognises that the management of health and safety is an integral part of its work and activities. It is committed to ensuring that health and safety requirements are considered alongside other key management requirements and, therefore, this policy is closely linked and should be read in conjunction with other policies and guidelines, wherever relevant.
- 1.1.4 The Cox Green School policy document consists of three parts: -
- **Part 1** - The statement of Cox Green School's policy with regard to health and safety.
  - **Part 2** - Identifies the roles and responsibilities of Cox Green School and its employees that have been put in place to carry out the policies.
  - **Part 3** - Identifies the arrangements, including systems, processes and procedures that Cox Green School have put in place to deliver the policy and ensure continuous improvement in health and safety standards and culture.

The policy of Cox Green School is to provide a safe environment to which staff and pupils can work.

### **1.2 Cox Green School Health and Safety Policy Statement**

- 1.2.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of Cox Green School will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
- 1.2.2 In particular, the Governing Body in conjunction with the schools Health and Safety Advisors will ensure, so far as it is reasonably practicable:-
- (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in Cox Green School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
- 1.2.3 Furthermore, Cox Green School undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
- 1.2.4 In addition, Cox Green School will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
- 1.2.5 The Headteacher with the assistance of their Learning Leaders and all their staff will endeavour to implement this policy.



- 1.2.6 Cox Green School believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
- 1.2.7 Cox Green School undertakes to monitor and review its systems and control measures to ensure they are effective.
- 1.2.8 Cox Green School provides such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
- 1.2.9 Cox Green School maintain any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 1.2.10 Cox Green School brings to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves, students and others, such as members of the public, who may be affected by their acts or omissions at work.
- 1.2.11 This policy statement supersedes any previously issued.

### **1.3 Cox Green's Commitment to Management of Health and Safety**

Cox Green School is fully committed to ensuring the management of health, safety and welfare as it applies within its undertaking. In identifying how this will be met its aims are to ensure, so far as it is reasonably practicable: -

- the prevention of accidents and ill health to our staff and others affected by our work including our students, members of the public, contractors, partners, associates and visitors;
- that all places under Cox Green School's control, where employees are required to work, are maintained in a condition that is safe and without risk to health and safety and that the access to and exit from workplaces are safe and without risk;
- that a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- that hazards arising from the use, handling, storage and transportation of articles and substances used in connection with work are adequately controlled;
- that plant and systems of work are safe and without risk to health

Cox Green School is committed to working towards: -

- the establishment of a safety culture that will enable these aims to be delivered
- ensuring that health and safety becomes integral within the School's management arrangements
- reduction of health and safety risks through the continued development and improvement of the health and safety management system and continued systematic approach

Cox Green School also undertakes, so far as is reasonably practical, to: -

- ensure all employees are competent to do their tasks and provide whatever information, instruction, training and supervision is necessary to enable employees, including where appropriate temporary workers, to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.
- provide suitable guidance instruction and training, where employees are required to work in premises or at locations over which it has no control, to ensure, so far as it is reasonably practicable, any risks associated with their work are adequately controlled
- ensure that the health and safety of persons not in its employment but affected by either its staff, activities or any premises or facilities made available for their use, are not placed at risk.
- consult with employees on matters affecting their health and safety
- regularly review health and safety arrangements and maintain an action plan to ensure they are updated together with delivery of any proposed changes to ensure continuous improvement
- review and revise this Policy as necessary at regular intervals (annually).



This applies to all employees, temporary, fixed term and casual staff and, as appropriate, to partners, associates and contractors. The Headteacher and the staff receive, read and are aware of the responsibilities they hold as outlined in the Health and Safety summary. During induction and regular health and safety reviews staff are aware of these requirements.

**1.4** As previously stated the main legislation covering all schools is The Health and Safety at Work Act 1974.

The Act is supported by Regulations. Many of these Regulations are relevant to schools. Below there is some of the main regulations, which apply to schools. The “arrangements” contained in this policy are intended to ensure compliance with this legislation.

- Management of Health and Safety at Work Regulations 1999:
- Control of Substances Hazardous to Health Regulations 2002:
- Electricity at Work Regulations 1989:
- Manual Handling Regulations 1992:
- Display Screen Equipment Regulations 1992:
- Provision and use of Work Equipment Regulations 1998:
- Workplace (Health, Safety and Welfare) Regulations 1992:
- Personal Protective Equipment Regulations 1992:
- First Aid at Work Regulations 1981: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995:
- Health and Safety (Safety Signs and Signals Construction (Design and Management) Regulations 2007:
- Safety Representatives and Safety Committees Regulations 1977:
- Health and Safety (Consultation with Employees) Regulations 1996:
- Lifting Operations and Lifting Equipment Regulations 1998:
- Control of Vibration at Work Regulations 2005:
- Portable Appliance Testing 2012;
- Control of Asbestos Regulations 2012.

## **Part 2 – Managing Health & Safety - Responsibilities for implementing the policy**

### **2.1 Responsibilities of the Governing Body**

The responsibility for ensuring that health and safety procedures within Cox Green School are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

- a. make arrangements to ensure Cox Green School has a written health and safety policy
- b. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
- c. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
- d. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
- e. ensure a governor attends appropriate health and safety briefings provided by Cox Green School
- f. have health and safety on the agenda at Governing Body meetings as appropriate.
- g. ensure that health and safety performance is measured
- h. ensure that Cox Green School’s Health and Safety Policy is reviewed annually



- i. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the Schools health and Safety Advisors in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBS).

The Governing Body will provide:-

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances
- safe and healthy conditions that take account of:
  - statutory requirements
  - Approved Codes of Practice
  - DfE or the schools Health and Safety advisors guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment.

## 2.2 Responsibilities of the Headteacher

The Headteacher is:	<b>Heidi Swidenbank</b>
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The Headteacher as the officer in charge of the day to day management of Cox Green School will carry out the duties detailed below. In his/her absence the Deputy Head will carry out these functions. The Headteacher will:

- a) Be the Responsible Person for Building Health and Safety (RPBS)
- b) pursue the objectives of the Governing Body with respect to health and safety.
- c) ensure this Policy is communicated adequately to all relevant persons.
- d) monitoring risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- e) ensure their duties as the Responsible Person for Building Health and Safety (RPBS) for local management of premises related issues including asbestos, fire safety, Legionella and glazing are carried out to the best of their ability in accordance with the the school's health and safety advisors Codes of Practice, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
- f) ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties.
- g) review written reports from the schools Health and Safety Provider, or any other appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made.
- h) ensure Cox Green School carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
- i) ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence.
- j) Bi-annually accidents/ incidents must be reviewed by the Headteacher. Copies of all reports must be sent to the school's Health and Safety Advisor (currently RBWM). Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).
- k) ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated.
- l) To be assured that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and



lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used.

- m) To be assured the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
- n) To ensure health and safety performance of Cox Green School (and, as appropriate, any specific health and safety items) is reported to the Governing Body.
- o) To be assured that arrangements are in place to monitor premises and activities health and safety performance.
- p) keep abreast of the changes in Health and Safety policies and procedures with assistance of the Health and Safety Provider and as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

### 2.3 Responsibilities of the H&S Co-ordinator

The H&S Co-ordinator is:	<b>Gill Newman</b>
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The H&S Co-ordinators is responsible for:

- a) Raising awareness of the requirement for Risk Assessments in teaching departments.
- b) Advising the Senior Leader Link of department non-compliance.
- c) Responsible for completion of risk assessments on communal areas of the school and services into the school.
- d) co-ordinating the termly general workplace health, safety and fire safety inspections
- e) keeping records of accidents/incidents/investigations relating to health and safety and reporting these to the Headteacher.
- f) advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, students or others.
- g) Report to the Headteacher regularly through their link staff H & S training.
- h) ensuring unsafe conditions that have been reported are dealt with to agreed timescales and a face to face meeting held to clarify and assess the risk level.

### 2.4 Responsibilities of the Premises Manager (Deputy Responsible Person) for Building Health & Safety

The Premises Manager is:	<b>Eric Teeder</b>
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The Premises Manager is responsible for:

- a) the role of the premises manager, who is nominated by the Headteacher as the RPBS, to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, Legionella and glazing in accordance with the schools health and safety advisors policy and standards.
- b) the Premises Manager has the responsibility for implementing the policy in the common parts of the building. In particular he will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services etc. that they may come across whilst working on school premises.
- c) the Premises Manager will also monitor contractors to ensure they work in a manner that does not place health and safety of staff and pupils at risk whilst on school premises. If in doubt he will contact Borough's Health and Safety Team for advice.



- d) the Premises Manager will complete risk assessments for the duties carried out by the site team and cleaning staff and ensure that COSHHE regulations are adhered to and staff trained appropriately.
- e) The Premises Manager will complete risk assessments for building related activities and services as well as ensuring that any contractors who work on the site have the appropriate documentation, risk assessments and method statements.
- f) the Premises Manager must be competent to carry out their role and attend any specific training provided. keeping records of all health and safety activities.
- g) The Premises Manager will be responsible for the operational health and safety of the site and will inspect the site daily.
- i) ensure suitable co-operation and co-ordination between Cox Green School / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
- j) co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
- k) making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout Cox Green School
- l) Responsible for keeping records of all servicing and compliance regulations for equipment, e.g. PAT, Legionella, Asbestos, etc.
- m) The Premises Manager must be aware of, and hold keys for all rooms and walk in cupboards on the site and should check the use and storage type of these walk in cupboards twice a year.

## **2.5 Responsibilities of the SLT Link, Learning Leaders and other managers of sections or departments**

They are responsible for

- a) applying Cox Green School's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Learning Leaders are specifically responsible for: -
- b) drawing up safety procedures for their departments.
- c) reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience at department meetings.
- d) ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
- e) carrying out regular health and safety risk assessments of the activities and rooms for which they are responsible, documenting these and submitting reports to the SLT Link and Cox Green School H&S Co-ordinator, as appropriate
- f) ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work
- g) resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher
- h) carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also to ensure that furniture and activities are safe and record these inspections where required.
- i) ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH)
- j) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control.



- k) assess the training needs of themselves / their staff and raise any requirements with the Headteacher
- l) ensure all accidents/ incidents and near misses occurring in areas under their control are reported and investigated appropriately ensuring staff are adequately instructed in health, safety and welfare matters in connection with Cox Green School and its activities.
- m) In specialist departments e.g science, food tech, technology & PE Learning Leaders must use specialist madvisory risk assessments and information e.g. CLEAPPS and ensure that their staff are using these and checking updates.
- n) To include Health and Safety as a standing item on department meeting agendas.

## 2.6 Responsibilities of Class Teachers

### Class teachers have responsibility to:

- a) ensure effective supervision of their pupils and to be familiar with Cox Green School's emergency procedures (fire, first aid etc) and to carry them out when the need arises
- b) follow health and safety procedures applicable to their area of work, including when staff are asked to cover lessons
- c) Complete risk assessments for all activities that pupils carry out
- d) Ensure that all equipment used and the locations of the activities are safe and appropriate for the activity.
- e) give clear health and safety instructions and warnings to pupils as often as necessary
- f) ensure the use of personal protective equipment and guards where necessary
- g) integrate all relevant aspects of safety into the teaching process
- h) ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into Cox Green School without prior authorisation and, where necessary, assessing any potential risks
- i) report all accidents / incidents / dangerous occurrences and defects to the Headteacher.
- j) Ensure that all students under their supervision have evacuated in event of emergency evacuation including those with PEEP (Personal Emergency Evacuation Plan). All students with PEEP are aware of the method of evacuation and have practiced their evacuation from first floor areas.
- k) Trip leaders have the responsibility to risk assess all offsite trips and visits and the needs of the students attending these trips and visits and provide these to the Educational Visits Co-ordinator.
- l) Trip leaders have the responsibility for the PEEP for students on trips and visits.

## 2.7 Responsibilities of all staff

Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, every Council employee, whatever their level and regardless of whether their employment is casual, fixed term or temporary has a legal duty:

- a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- b) follow all instructions on health and safety issued by the Governors of Cox Green School or any other person designated as having responsibility for a relevant aspect of health and safety
- c) act in accordance with any specific health and safety training received
- d) report all accidents/ incidents and near misses in accordance with current procedure
- e) co-operate with other persons to enable them to carry out their health and safety responsibilities
- f) inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
- g) inform their Line Manager of any shortcomings they identify in Cox Green School's health and safety arrangements



- h) exercise good standards of housekeeping
- i) know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc
- j) not to interfere with or misuse anything which is provided for reasons of health and safety.
- k) to use any machinery, equipment, dangerous substance or safety device, in accordance with any information, training and/or instruction provided
- l) to act as fire warden if asked to and to attend regular training

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

All staff has duties and responsibilities in respect of fire safety and fire precautions.

This includes full-time, part-time, casual and temporary staff, and will also apply to staff working in premises being managed by other organisations in terms of the procedures and arrangements for fire safety that have been put in place at that location; Such as the Cox Green Library. Cox Green School have identified that all staff must:

- familiarise themselves with the fire safety procedures and arrangements in their workplace and follow them to the best of their ability in the event of a fire/emergency evacuation. Staff will receive information and instructions from the Headteacher to enable them to do this as identified at the end of the document and on each classroom door.
- follow the Fire Action notices at their place of work, listen to and support those who have been nominated roles as part of the emergency evacuation procedures e.g. Fire Wardens, Incident Managers, Facilities Manager etc.
- undertake the relevant section of Cox Green School's Induction programme as well as attend any training, where this is appropriate.
- report to managers any instances where proper procedures are not being implemented. This could include: -
  - where escape routes are blocked, or fire doors are compromised,
  - where rubbish or chemicals or flammable materials have been allowed to accumulate e.g. near to fire exit routes or spilling outside of refuse bins etc.,
  - where rubbish etc., has been accumulated outside the building causing a potential fire hazard.
  - where they are aware of faulty electrical equipment or equipment brought into School premises which has not been PAT tested or faulty gas appliances, etc.
- be aware of the non-smoking policy within all school buildings and the need to take care when discarding any smoking material when external to buildings.

## **2.8 Responsibilities of the Inclusion Manager**

The Inclusion Manager is responsible for:

- Ensuring that all students with mobility or sensory needs have a Personal Emergency Evacuation Plan (PEEP);
- Ensuring that all students with a PEEP and their parents/carers have a copy of the PEEP and are fully understanding of the procedures for the individual in an emergency evacuation;
- Discuss any evacuation concerns with the School Business Manager and the Schools Health and Safety Advisor.

It should be noted that trip leaders have the responsibility for the PEEP for students on trips and visits.

## **2.9 Responsibilities of Hirers, contractors and others**

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.



The Headteacher is ultimately responsible but will delegate to the Premises Manager to take all reasonable steps to ensure that hirers, contractors and others who use Cox Green School premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When Cox Green School premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the Cox Green School in connection with their proposed activities. They must also comply with all safety directions given to them by Cox Green Schools Governing Body (including emergency procedures) and, **will not**, without prior consent of the Governing Body:

- Introduce equipment for use on Cox Green School premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/ pupils at Cox Green School
- Use any equipment belonging to Cox Green School without prior knowledge and agreement

All contractors/agents/sub-contractors/suppliers or others working on Cox Green School premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with Cox Green School in order to ensure the safety of all persons who may be using the premises or may be affected by their activities. They must also provide Cox Green School with risk assessments and method statements of said works.

Sub-contractors who are delivering educational services under an EFA sub-contracting arrangement must comply with this policy and any other policies as specified by the school.

## **2.10 Responsibilities of Students**

Students (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of Cox Green School and in particular instructions given by staff in an emergency
- Inform Cox Green School if any medical or other physical defect prevents the pupil from doing such tasks, such as the emergency drill.

They must not misuse, neglect or interfere with things provided for their health and safety.

## **2.11 Staff**

When the fire alarm rings all staff, without putting themselves in danger, are to:

- ensure doors and windows are closed behind evacuees



- encourage evacuees (by directing those in their charge e.g. students, visitors etc.,) to leave the building by the nearest safe route (telling them where to assemble or where appropriate and to check that the assigned area/zone is clear (where possible doing a sweep of their area/zone), however, they should not put themselves at risk.
- assist any less able bodied staff, student or visitors unable to negotiate stairs (as it states in the Personal Emergency Evacuation Plans - PEEP), to designated Refuge (Designated refuge areas are at the top of each staircase) and ensure that the Incident Manager (IM) and Fire Brigade are informed of their location, also monitoring that where PEEP's are in place these are operated.
- direct evacuees to an alternative escape route if the nearest escape route is not clear /safe, to ensure evacuees go to the designated fire assembly point
- report to the IM, any issues/evidence of the fire, whether the fire brigade has been called and /or progress and problems with the evacuation
- support the IM in preventing re-entry by anyone (except the Fire Brigade or other authorised services), to the building, until it is declared safe by the Fire Brigade
- remind anyone refusing to leave the building that they are putting themselves and other at risk and if they still refuse to leave that they will be reported and may be subject to disciplinary action
- report any problems or issue arising during fire evacuation or drills to the IM, including in relation to the evacuation of any persons, where appropriate, ensuring that this is passed on to the Fire Service.

## 2.12 First Aiders and Appointed Persons

It is the responsibility of Cox Green School to provide First Aid support if someone is injured or becomes unwell on school premises whether they be members of staff, visitors, or student. The aim of First Aid is to reduce the effects of injury or illness suffered at work by giving immediate assistance until professional medical aid can be attained or to treat very minor injuries that do not need medical attention.

Therefore First Aiders have been appointed within Cox Green School in accordance with the First Aid Requirements and generally: -

- The H & S Co-ordinator must authorise the selection of First Aiders, she will need to take into account a number of factors including the person's reliability, disposition and communication skills, aptitude and ability to cope with demanding emergency procedures and the ability and availability of the person i.e. to be able to readily respond to an emergency.
- The H & S Co-ordinator has the responsibility for communal First Aid Equipment and signage and maintaining the First Aid Room, they will also ensure that the list of first aiders for Cox Green School is reviewed and updated as required.
- The H & S Co-ordinator must also review any specific first aid needs concerning school trips, travelling, remote or lone workers.

An assessment of First aid requirements will need to be carried out in each department by the H& S co-ordinator, and any necessary facilities and arrangements, appropriate to the circumstances, need to be put in place.

Where appointed First Aiders carry out their role in accordance with their First Aider training and must have a valid First Aid Certificate issued by a training organisation approved by the Health and Safety Executive (HSE). In view of the nature of emergency support they provide all first aiders who provide first aid support in any area of Cox Green School's activities are covered by the school insurance.

The first aid risk assessment can be found at the end of this document.

Specific details are outlined in the Requirements and Guidance, however a designated First Aider is required to: -

- Assess a situation quickly and safely and summon appropriate help.



- Give early and appropriate treatment in order of priority.
- Arrange for the removal of a casualty to hospital, to the care of a doctor, or home.
- Remain with the casualty until handing over to the care of an appropriate person.
- Record any treatments administered and complete the Borough's accident/incident report form for any injury.
- Report any injury that means the casualty attends a hospital to the Safe Manager and copy to the H&S co-ordinator so that it can be reported to the HSE if required.
- All serious injuries have to be reported to the Schools Health & Safety Advisors and HSE.
- Regularly check First Aid equipment to ensure the contents of boxes comply with the requirements of the legislation, and adequate supplies are at hand
- Remind the H&S coordinator when the First Aid Certificate is running out and ensure that refresher training is booked in good time.

The medical procedure is clearly defined in the staff handbook, which can be found on first class.

### **2.13 Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection and reviewed by the Headteacher, the H&S co-ordinator and others that they may nominate

## **Part 3 Procedures and Arrangements**

The following procedures and arrangements have been established within Cox Green School in compliance with the the schools Health and Safety Advisors, Policy and Guidelines, to eliminate and reduce health & safety risks and to comply with legal requirements.

### **3.1 Accident/incident reporting**

The requirements for first aid are covered by the Health & Safety (First Aid) Regulations & are set out in practical terms in the schools health & safety advisors First Aid Requirements document and Guidance located on the staff information drive.

Cox Green School ensures that all accidents/incidents and near misses are reported. The person designated as responsible for recording accidents and ensuring the Cox Green School Accident/ incident report forms are fully completed is the H&S co-coordinator. They are also responsible for the reporting of more serious accidents/incidents to the Health and Safety Executive (HSE) where required in accordance with the Accident Reporting procedure. All incidents and accidents records are held by the H&S co-coordinator.

### **3.2 Asbestos (management of)**

An asbestos survey of Cox Green School has been completed and a copy is kept by Cox Green School. Cox Green School's asbestos register & survey is located in the **Site Team office**.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is The Premises Manager. He/She will make sure that staff are to be made aware that:

- If any one is likely to drill holes into the structure of the building or damage walls, that it is to be reported or request a permit to works order before work commences. (Any structure)
- any damage to asbestos, or substances suspected to be asbestos, must be reported to the Premises Manager.
- Providing details of its location and its condition and what this means to staff.



Most of the known asbestos has been removed over the years; however there are still a few places (not accessible to Staff & pupils) that have asbestos trace present.

All records are held by the H&S co-coordinator in the site office.

The Site team and other staff members have had Asbestos awareness training that was provided by RBWM. The RPBS must be aware of their duties as the manager in control of the premises and they must ensure that for any works proposed that would affect the fabric of the building.

A Permit to Work certificate must be completed and issued to all contractors/volunteers/staff/others etc., carrying out works to the fabric of any building, and this will involve:

- A check of the asbestos survey register, where one has already been completed, and making those intending to
- do the works aware of the contents and any actions required to ensure that no asbestos is being disturbed
- Identifying to those doing the work that, where asbestos surveys have been carried out by qualified contractors
- that these have been to **Type 2 standard** which is non-invasive and, therefore, the contractors/volunteers etc., must proceed with diligence
- Where known asbestos is likely to be disturbed by the work a Type 3 Survey will be completed.
- A check to ensure a risk assessment and where appropriate method statement is in place prior to Commencement of the work
- The work is authorised in writing via the permit and the person doing the work has signed to say that they have
- read and agreed the requirements via the permit to work
- Where the asbestos survey has not yet been undertaken to make those doing the work aware that this is the case, so that they can review their proposed system of work with this in mind.
- Seeking advice from The Premises Manager, and as appropriate Health and Safety Advisor, where there is any doubt as to whether asbestos is present or likely to be disturbed.
- Ensure that The Premises Manager is advised of any works or changes to the building prior to their commencement.
- Ensure that where they are aware of the presence of asbestos as a result of asbestos survey results they Monitor the location on a regular basis to ensure that it has not been disturbed.
- Ensure that they are aware of the emergency arrangements that must be operated in the event of an unplanned disturbance of asbestos containing material

It is essential that the asbestos Permit to Work system is in place as above and followed where any person is undertaking any work, which could affect the fabric of the building. A copy of the Permit to Work Form can be found in on first class.

### 3.3 Contractors

Cox Green School may employ contractors as long as they comply with all matters agreed by the Premises Manager and head teacher. These contractors, will be selected after a quote has been submitted to the premises manager. Every project or small works to be done within Cox Green School premises will have 3 quotes from different contractors. Once the work has been awarded, the contractor is asked to exchange health and safety information as above (and where appropriate agree safe working practices, risk assessments etc. This will meet the requirements of the Construction Design and Management Regulations (CDM),

All projects (small or large) must have a Health & Safety Plan consisting of:

- Description of work
- Programme of work
- Method statements (School and contractor)
- Risk assessments



- Permits to work
- Hot Permits to work
- COSHH and safety sheets of products to be used
- Any certificates relating to above works

All contractors will only be given permission to work in their designated areas during term time and will not be permitted to walk around Cox Green School. They must sign in at reception and have a visitors badge on at all time.

Contractors on award of a contract of work agree to abide by Cox Green policies and procedures.

**Staff are requested to challenge anyone without a badge and to point them in the direction of the reception, or contact the Site team.**

### **3.4 Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations require Cox Green School to minimise the risks in Display Screen Equipment (DSE) work by ensuring that workstations and jobs are well designed. These apply to VDU / computer workstations used by a “user”, e.g. school office staff or staff who use VDU’s / computers for continuous spells of an hour or so on more or less a daily basis. The Regulations require workstations to be analysed to assess risks, certain minimum requirements to be met, provision for breaks from VDU work, entitlement to eye and eyesight testing (and spectacles if necessary) and provision of information.

All employees using DSE must be assessed to determine whether they are “classified users” under the terms of the Regulations.

The IT Manager or their appointed representative(s) will ensure that VDU/DSE risk assessments are carried out annually and the actions identified completed. They must maintain the required workstation assessment records for employees working with DSE and so ensure that Cox Green School:

- is aware of any shortcoming that may give rise to health risks.
- identifies and addresses those areas which fail to meet the requirements of the regulations and takes measures to protect the health and safety of employees.
- demonstrates to enforcement authorities and insurance investigators that the law is being complied with.

### **3.5 Electrical Equipment**

Portable electrical equipment is tested annually. In addition to the annual tests, science and technology technicians visually inspect the equipment in their area of responsibility for physical damage every term. Equipment must also be checked for defects prior to issue. Faulty equipment will be taken off use until repaired by a competent electrician. The Premises Manager will take faulty equipment out of service and arrange for a competent person to carry out the repairs. Results of his checks will be recorded and files kept. The use of extension leads should be kept to a minimum and multi-point adapters must not be used.

All staff are reminded to check equipment for damage prior to use and report defects to the Premises Manager. Staff are not permitted to introduce portable electrical items unless and until they have been passed as fit through the schools electrical testing via the Premises Manager. Staff must alert the Premises Manager to any new or used electronic equipment brought on to the site, for any activity, he will then check the goods for any defects and approve or reject the said item.

### **3.6 Fire Procedures**

The Health and Safety Officer and Site Manager co-ordinate fire prevention activities.



- They arrange for regular evacuation drills to be carried out. A record of the drills is kept in the fire logbook.
- All other evacuations are also recorded

A range of fire fighting equipment is available in Cox Green School. The maintenance contract is controlled by the Premise Manager. He will carry out weekly tests on Fire Alarm Call points and keeps a log of these tests in the fire logbook. He will also ensure all escape routes are kept clear and that fire extinguishers have not been tampered with.

Lifts are not to be used in the event of an evacuation.

Students with mobility issues will have a Personal Emergency Evacuation Plan completed by the Inclusion Manager and communicated to the student, staff and the parents/carers of the student.

All reports of blocked escape routes are passed to the Premises Manager.

### 3.7 Emergency Procedures – Critical Incident Plan

In accordance with Health and Safety statutory requirements, it is the responsibility of Cox Green School to:

- have a plan in place for responding to emergencies in their school
- keep it up-to-date
- ensure that the relevant people are aware of its existence, contents and implications for themselves.

Cox Green School emergency evacuation procedures are updated annually and full details are published in the **Critical Incident Plan** document which can be found on the staff information drive. This document is a living document for Cox Green School and is constantly reviewed and amended.

The Senior Leadership Team have an agreed code word which will only be used in the event of a Critical Incident to alert them to attend the Conference Room immediately.

### 3.8 Containment

Cox Green School has a containment plan to deal with an intruder. Therefore it may be safer to keep pupils contained on site. In such situations:

- the bell will be rung five times, twice in succession.
- staff should close and lock doors and windows. Close window blinds. Explain to students what is happening and try to keep calm.
- when a decision has been made and the containment is over, SLT will visit all classrooms to deliver release information.
- the bell will be rung again five times, twice in succession, this mean the containment is over.

### 3.9 First Aid

It is Cox Green School's policy to provide First Aid support if someone is injured or becomes unwell on schools premises whether they be members of staff, visitors, pupils and service users. All staff should follow Cox Green School's medical procedures.

First Aiders will be required to: Assess a situation quickly and safely and summon appropriate help, give early and appropriate treatment; in order of priority. Where necessary, arrange for the removal of a casualty to hospital, to the care of a doctor or home. Remain with/ manage the care of the casualty until handing over to the care of an appropriate person.



Record any treatment administered and ensure that the School's accident/incident report form is completed. Regularly check First Aid equipment to ensure contents of boxes comply with the requirements of legislation. Attend training and, where relevant, refresher training and remind their Line Manager when their First Aid certificate is running out to ensure that timely refresher training is booked.

If a child feels unwell, they should be given the opportunity to sit quietly in the class or if needed sent to the Student Services Office. If the symptoms are more serious or there is an actual injury the reception is called who will arrange for the first aid duty person to attend. There should be at least one first aider on duty during school opening times by means of a rota.

The School has a defibrillator unit that is located in the main school on the ground floor by the lift. There is a second defibrillator located in the leisure centre. The Lead First Aider has been fully trained on its use and it can be operated by untrained users by following the voice commands.

### **3.10 Control of substances hazardous to health (COSHH)**

The aim of the Control of Substances Hazardous to Health (COSHH) Regulations is to ensure risks from hazardous substances are adequately controlled. It is necessary to assess the risks in order to ensure adequate control. For most substances used in general areas of Cox Green school, assessment is straight forward and control is usually no more than following the instructions on the Safety Data Sheet provided with the product.

Hazardous substances are used in Cox Green School for teaching, cleaning and minor maintenance. Substances used in the laboratories will be used in accordance with the advice received from CLEAPSS. A data sheet for each substance containing hazardous materials, where it is slight or extreme is held along with its own COSHH risk assessment.

Each department also have their own copies of the said documents of any substance that the department uses. If any new substance is brought into Cox Green School, staff must contact the site team to let them know the identity and make, so that both documents can be completed.

### **3. 11 Lettings/ shared use of premises/ use of premises outside school hours**

Outside of school hours and shared use of the premises is controlled by RBWM via Legacy Leisure. They are responsible for all health and safety issues concerning the use of the premises, after school, at weekends and outside term time.

Other areas of the school that are not part of the Leisure services partnership are occasionally let outside school hours. The theatre hire is subject to the use of the technician services of a Cox Green School member of staff who will ensure that the health and safety requirements are met.

RBWM are responsible for all health and safety issues concerning the Cox Green Library.

### **3.12 Lone Working / work outside of normal school hours**

It is Cox Green School's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Under the lone working requirements no member of staff should enter Cox Green School building out of hours without notifying the Caretaker or the Premises Manager. Staff members should then also make further contact to inform that they have left the building.

- all staff have a responsibility for their own Health and Safety as this is a particularly high risk area. In cases of



non-compliance staff will no longer hold a key and alarm code.

- on a normal school day staff can only enter the building after 7.00 a.m. and then must vacate by 6.00 pm. (unless formerly authorised by the Premises Manager)
- staff who intend working outside normal working hours must inform the Premises Manager so that appropriate safety and security measures can be implemented.
- when working alone, staff should not undertake any hazardous activities and should not enter any building if they think it is unsafe.
- staff are reminded to switch off all electronic equipment including lights after use and to make sure that windows and doors are secure. The building must be alarmed and secure when leaving Cox Green School grounds.

### 3.13 Managing medicines / drugs

Cox Green School implement an effective policy on administering medicines (See separate Medical Conditions Policy):

- obtain prior written permission for each and every medicine from parents / guardians before any medication is given.
- keep written records of all prescribed medicines administered to children, including dosage and how often the medication is to be administered. The written record has a photograph of the student.
- The medication is kept in an individual bag with the students photograph and details attached.
- all medication will be kept securely in reception, who will deal with the handing out of such medication.

Medical needs of children at school can include:

- short term needs i.e. finishing a course of medicine such as antibiotics
- the requirement for medicines in particular circumstances i.e. children with severe allergies who may need an adrenaline injection or those with asthma who may need to use an inhaler (their own property only)
- children requiring medicines on a regular and long term basis.

Annual Epipen training is carried out for student Epipen users and staff.

### 3.14 Maintenance and inspection of equipment

Cox Green School ensures that all equipment is maintained, inspected and, where necessary, tested on a regular basis.

There are two levels of inspection, maintenance and testing of work equipment which must be carried out:-

- a visual check by staff of equipment prior to its use
- formal maintenance/inspection checks carried out by competent persons such as insurers/specialist contractors or members of staff who have received adequate training. Normally annually. All formal maintenance /inspection checks must be recorded

### 3.15 Manual handling and lifting

The Manual Handling Operations Regulations apply to a wide range of manual handling activities including lifting, lowering, pushing, pulling or carrying. The Regulations require that Cox Green School in order to avoid the need for potentially hazardous manual handling as far as possible, to carry out a risk assessment and to put in place control measures to reduce any remaining risks.

All staff should have a general appreciation of handling and lifting requirements and this topic is part of Cox Green School's general risk assessment. However, where tasks including specific manual handling operations are a requirement of any persons work activities, appropriate manual handling training must be given and a manual handling risk assessment must be carried out so that the necessary control measures are in place.



When manual handling tasks are varied and intermittent, the person must be 'competent' (trained and able) to carry out their manual handling risk assessment as required. If you require training – please email the Premises Manager for details.

Risk assessments have been carried out on all manual handling operations in Cox Green School. All risk assessments are completed be done prior to the task.

- caretaking activities, such as distributing deliveries received at reception, moving furniture or equipment during schools re-organisations etc.
- setting out PE apparatus, or carrying PE equipment
- setting out apparatus in design, technology and science
- moving large projects completed in design, technology and science
- removing of refuse or recycling (staff are reminded not to put too much into the bags.)

### 3.16 Personal Protective Equipment (PPE)

PPE equipment to be used at all times as specified by the risk assessment for the job in hand. The risk assessment (referred to next) has been carried out in order that staff, pupils and visitors are protected at all possible times.

PPE equipment will be provided by the department for which it is required and where necessary for the said job. This will be stored and maintained by the individual departments. Report's of any defect to the equipment or lack of are to be reported firstly to departmental managers then the H& S coordinator.

### 3.17 Risk Assessments

Cox Green School has carried out risk assessments for site buildings and services and put in place control measures for work areas around Cox Green School. These risk assessments are in appendix 2.

Risk assessments on specific learning activities and lessons are carried out by the teacher concerned.

Other risk assessments are carried out ad hoc for example:

- Fetes and fun raising activities
- Work experience at the school
- Educational trips
- Flexi days
- Extra curriculum activities

### 3.18 School Transport/Mini Bus

Cox Green School has two mini buses. The Premises Manager is responsible for the maintenance of these two vehicles. He is responsible for the all aspects of the said vehicles. There is a booking system operated through the premises manager. The keys must be collected along with all documentation required. Staff are requested to return the vehicles full of diesel and in a clean and tidy order.

To drive vehicles between 9 - 16 passenger seats (Category D1) drivers will need to take an appropriate DVLA test to obtain The D1 entitlement:

- the driver is aged 21 or over;
- the driver has held a car licence for at least 2 years;
- the vehicle is used for social purposes by a non commercial body;
- the driver is providing his/her services on a VOLUNTARY basis;



- the mini bus maximum weight is no more than 3.5 tonnes.

### **3.19 Security**

Security is of great importance to Cox Green School. The Premises Manager is responsible for ensuring that all the security measures are working effectively and regularly monitored. All breaches of security must be reported to the Headteacher/ Premises Manager who will take the appropriate action.

Staff should challenge anyone without an ID badge or visitors badge and escort them to reception, or contact the Site team. The site team will be contacted by reception to apprehend any intruders or visitors that have lost their way. All visitors must report to reception and sign in so they can be accounted for in the case of an emergency. No unauthorized visitors should be given access to the site through any of the security gates and should be directed by all staff to the reception.

### **3.20 Site Maintenance/Premises Team**

The site team work on a shift systems, but there is at least one staff member on site at all times, and are contacted through reception. The site staff work on minor repairs and maintenance type work. The activities covered by site team are covered by this policy with risk assessments for each activity noted and filed.

### **3.21 Glazing and window safety**

All windows are checked daily and weekly, with any defects reported immediately to the Premises Manager. The windows should not open over the recommended angle and into any area where people might be likely to collide with them. This is particularly important in the case of windows which open into areas where people may pass by e.g. ground floor windows which open onto walkways.

If window openers are at a high level and are hard to reach, opening equipment such as window poles or similar equipment should be kept easily available, or a stable platform or other safe means of access should be provided. Staff must not climb on tables, chairs or other furniture in order to open or close windows due to dangers of falls from height.

The Building Regulations 2000 Approved Document N and regulation 14 of the Workplace Health, Safety and Welfare Regulations require:

- every window or transparent glazed surface (including glazing in stairwells, filled balustrades and display cabinets etc) to be of a safety material, or protected against breakage and be appropriately marked or incorporate features to make it apparent and therefore all premises need to be surveyed to check that this is the case. Glazing surveys have been undertaken in the school however if there have been any changes since the survey, there may be other areas not identified by the survey which now require review.
- risk assessments to be carried out by local management to identify if there are any other areas, which for reasons of health and safety present a risk if safety glazing is not in place / determine if there is a risk of injury.

### **3.22 Legionella**

The Premises Manager have the responsibility for ensuring the management of the water systems at the premises. All maintenance and tests are carried out in accordance with the procedures as advised by the schools Health and Safety Advisor. These include ensuring that:

- day to day management of water systems is carried out in accordance with requirements set out by the Health and Safety Advisors procedures
- arrangements for basic day to day monitoring of hot and cold water systems, showers etc are in place.
- Water testing is carried out by contractors



A Legionella risk assessment has been carried out and all identified actions completed. The risk assessment is reviewed annually.

Staff are requested to report any defects of hot or cold water as soon as possible to the site team. Further information can be found on the full policy or on first class, under Health & Safety.

### **3.23 No smoking**

Cox Green school has a no smoking policy in order to provide a healthier working environment which refers to the whole site, including the front of Cox Green School – please refer to the Smoke-Free Policy.

### **3.24 Staff training**

All new members of staff (both teaching and non-teaching), including temporary or casual staff, must receive health and safety induction training/instruction.

The induction includes:

#### **General:**

- The Health and Safety Policy
- Codes of Practice and where they are kept
- Fire & Emergency procedures
- First Aid provision and arrangements
- Staff responsibilities
- How to report hazards
- Accident reporting
- The "Health and Safety Information for Employees" leaflet or poster

#### **Job Specific:**

- Hazards associated with work and risk assessment
- Local rules

This is provided within the first few weeks of attending Cox Green School. Staff training needs are identified within the department with relevant training provided to those who need it.

Those roles identified as having specific roles, receive the necessary information, instruction and training in order to carry out their functions.

Further information on health & safety training is kept by the H & S Coordinator or the schools Health & Safety advisors.

### **3.25 Visitors**

As with points number 3 and 20, all visitors and other users of the premises should be directed to reception. Any persons staying on site need to sign in the visitor's book upon arrival and are required to observe school's safety rules. The reception staff will instruct all visitors of facilities and evacuation plans.

Parents and volunteers should be made aware of the health and safety arrangements applicable to them. This should be done by the teacher/staff to whom they are assigned. In the event of evacuation they must report to the visitor assembly point, as stated by the emergency plans as previously mentioned.

### **3.26 Working at height**

The Work at Height Regulations applies to all work at height where there is a risk of a fall liable to cause injury. The H & S coordinator ensures all work at height is risk assessed and properly planned and organised, with appropriate work equipment being used. All staff who carry out this work must also hold a working at height certificate. Copies are held by the H & S coordinator in the site office.



Staff who are not required to work at height must not use chairs or tables for any day to day general activities e.g. putting up displays, placing / retrieving items stored above head height, when opening/ closing windows etc. Falls from height during drama or PE lessons or as part of caretaking activities must be reported on the Cox Green accident/incident form.

### **3.27 Violence**

The Governors and the Headteacher will not tolerate acts of aggression against staff from any person.

In the case of incidents of violence or abusive behaviour against staff the school reserves the right to inform and/or call the police. Should members of staff be subjected to violence they will receive all the support needed from Cox Green School in accordance with the procedures on violence or abusive behaviour in the workplace.

All incidents are to be reported to reception immediately so that a member of the SLT can be contacted, or when needed to call the police.

### **3.28 Caretaking and cleaning**

All cleaning of the School's premises (apart from some areas of the PE department and the dual use library) is done in house. Accidents are reported to the site team, where it is dealt with immediately.

All cleaners have undertaken H&S training which includes COSHH. When cleaning or hovering floors, specific signs are placed in order for "passers by" are made aware.

### **3.29 Refuse and Recycling**

The Site staff coordinates the cleaning using black bags for refuse and green bags for recycling. Students are encouraged to use the recycling for all paper. Each classroom has a green bin for paper recycling and a blue bin for other waste.

The school reminds staff and students not to put too much into the bags, as these can become too heavy for the cleaners to move and the bags can split. During the end of term and specific days extra resources are at hand to move excess rubbish and recycling.

### **3.30 Bomb alerts and Suspect packages**

Cox Green School has the following policy that has been given to staff.

Bomb threats received by telephone;

As soon as it is clear that a caller is making a bomb treat, the recipient should let the caller finish the message without interruption. While the caller talks, listen to the message exactly and listen for clues to the following:

- the callers gender and approximate age
- noticeable conditions affecting speech, such as drunkenness, laughter, anger, excitement, incoherence
- peculiarities of speech, such as accent, mispronunciations, speech impediments, tone and pitch of voice
- background noises audible during the call, such as traffic, talking, machinery.



When the caller has given his/her message, the following are key questions which should be asked, if possible, after the caller has given their message;

- Where is the bomb located?
- What time will it explode?
- What does it look like?
- When was it placed?
- Who are you?
- Where are you?
- Why are you doing this?

#### Suspect packages

If you receive a suspect letter or package, or discover an unattended suspect package left in the building:

- Do not handle it
- Warn other members of staff
- Immediately inform reception of a member of the site staff

Urgent enquiries should be made to known staff and pupils, working close to the object, if they have knowledge of said package in an effort to eliminate it as a cause for concern.

Depending on the circumstances, a decision will be made by a member of the SLT on whether to activate the evacuation procedure and notify the police.

Further information can be found in the Critical Incident plan.

### **3.31 Other related Policies**

The school has a separate Safeguarding Policy, Behaviour Policy and Critical Incident Policy. These policies and other documents are stored on the schools document system Staff Information Drive.

#### **Communication of policy**

The Policy is published on the school website and the Staff Information Drive.

#### **Evidence of implementation**

The lead Health and Safety Governor does termly Health and Safety Inspections and reviews the policy and procedures and reports back to Full Governing Body on the findings.

#### **Review of policy**

This policy shall be reviewed every 3 years by the Finance & Resources Committee.

**Part 4 Appendices**

**Appendix 1**

**First Aid Risk Assessment Form**

**Date of Assessment:** 1/2/17

**Assessor's name:** Gill Newman

**Job Title:** Business Manager

**Premises/Service Area Covered:** Cox Green School

<b>Aspects to consider</b>	<b>Impact on provision</b>	<b>Response</b>
What are the risks of injury and ill health arising from the work as identified in your risk assessment?	Where risks are medium or high, qualified first-aiders must be available.	Risks of injury low to med in most lessons, however during the school day there are first aiders available all day. Teaching staff should risk assess any activities that are taking place in the classroom and record any hazards and what actions have been put into place to reduce these. These risk assessments are individual to departments and/or lessons and may be contained within lesson plans
Are there any specific risks e.g. working with: <ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• dangerous tools</li> <li>• dangerous machinery or equipment</li> <li>• dangerous loads?</li> </ul>	You need to consider: special training, type of first aid equipment etc.	All COSHH assessments have been carried out - copies of these can be found in site office. All staff using tools have been trained by courses provided by RBWM or other recognised companies.  First aid equipment is available in locations throughout the school and in high risk areas are specific to risks eg eye wash equipment in science labs.  Risk assessments for teaching that involve this type of work are individual to departments and/or lessons and may be contained within lesson plans.
Are there parts of your establishment where different risks can be identified? e.g. school laboratories, leisure centres.	You may need to make different levels of provision.	Yes For further info see department and teaching risk assessments.
Are there large numbers of people employed on the site?	The higher the number of employees the higher the probability of an accident.	Up to 120 staff and 950 students.

What are the most common types of accident/ill health?	You should review the contents of your first-aid box.	The medical room has a full stock cupboard, the H&S coordinator regularly updates supplies (at least monthly). Most common events are sprains, bruises from PE lessons.
Where do most accidents/incidents occur?	You may need to locate first aid equipment in specific areas.	All high risk areas are provided with their own first aid box.
Are there inexperienced workers, clients, students, or people with special health problems on site?	You may need to consider special equipment or additional facilities.	All new staff and pupils requiring special needs are assessed by the Inclusion Manager – Students and the Business Manager - Staff, and if needed facilities or equipment supplied. Medical room has couch for resting.
Are the premises spread out or on different floors?	You will need to consider provision in each building or on several floors.	All buildings, areas and levels are covered.
Is there shift work or out of hours working?	There must be first aid provision at all times when people are at work.	There is adequate cover during standard operational times of the day. Outside these hours staff are present at all times.
Do employees travel away from the main office or work alone?	Those who travel long distances or are continuously mobile, should carry a personal First Aid Box.	No lone workers off site in hazardous activities, All school trips have first aid kits and emergency mobile phones.
Do employees work at sites occupied by other employers/departments?	If possible make arrangements with other occupiers.	No
Do members of the public visit your premises	The first aid provision should reflect the potential increase in usage	Yes, First Aid box located in the main office. Office has an appointed person during school hours. All first aiders have a first aid bag.
Do you have employees with reading or language difficulties?	Make special arrangements to inform them of first aid procedures.	Yes, All special instructions covered on inductions, locations of first aid boxes known to staff affected.

**The number of First Aiders is: 17**

**The number of first-aid containers is: 16**

**The first-aid containers are to be located at:**

**Reception x 2, Site Office, PE, 1<sup>st</sup> Aid room, Science, Art, Food Tech, Exams office plus with other trained first aid staff. There are 3 trip first aid kits**

**Are there sufficient facilities currently provided?      Yes**

**Is there cover for potential absences?      Yes**

**Action required:**

**Train first aiders as required.**

**Target completion date:      Feb 2017**

**Signed:      Gill Newman**

**Date: 1/2/17**

**Appendix 2 – Buildings and Services Risk Assessments (these are not teaching & activity risk assessments)**

**SERVICES RISK ASSESSMENTS**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now`</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Asbestos	Staff, students, public, contractors	Asbestos risk register available. Annual review of asbestos register and of all areas	Low	Next review due April 2017.  Booked.	April 2017
Legionella	Staff, students, public, contractors	All statutory water testing in place including temperature testing and weekly flushing. Contractor employed to complete all tests and report issues that are then addressed by site manager. Legionella risk assessment completed.	Low		
Other water related issues – Hot water, spills , floods	Staff, students, public, contractors	Cleaning of spillages as required. Control of water temperatures tested regularly by external contractors.	Low		
Sanitary disposal	Staff, students, public, contractors	Sanitary bins provided and emptied on contract basis fortnightly	Low	Review contract	Nov 20
Working at Heights	Staff and students	Use of kick stools only to access top shelves. Site staff and technicians have working at height training and tower training. Only trained staff to use ladders or tower	Low	Review training records annually	June 2017
Glazing	Staff, students, public, contractors	Glazing appropriate to location i.e. Victorian wired or toughened – glass has film attached where required	Low		
Overcrowding	Staff and students	Classrooms have suitable number of tables and chairs to allow access and egress	Low		

Banking of cash	Staff	Cashless system put in place to reduce the amount of banking and transfer of cash required. Amount of cash stored on site now significantly reduced. Any required trips to bank done at variety of days and times. Report to police immediately.	Low		
Gas leak	Staff, students, public, contractors	Gas intake cupboards kept locked. Meters and cupboards checked for leaks. Reports investigated immediately and supplies turned off pending investigation. Report to head for decision re closure if required.	Low		
Power cut	Staff, students, public, contractors	Torches available, door access system releases on power cut. Telephone system has battery back up, corridors have emergency lighting, server back ups taken nightly, electricity board to be phoned to estimate length of power cut. Report to head for decision re closure. Electrical checks undertaken visual , 5 year and 10 year and annual PAT	Low		
Flood	Staff, students, public, contractors	Weather caused : Drainage systems around school improved so no localized flooding from rain. Supply caused e.g. burst main: Turn off supply from stopcock Isolate electric supply , if no drinking water or toilet inform head for decision to close school Sewerage: Restrict access , dispose of soiled equipment furniture etc in controlled manner. Advise head if closure required.	Low		
Bomb threat	Staff, students, public, contractors	Evacuate by word of mouth. Staff and students to take all belongings with them Ring police Report message to police verbatim Search of building under direction of police Re-occupy after safe period.	Low		

COSHH	Staff, students, public, contractors	Coshh sheets held in all cleaning stores and other areas with substances hazardous to health	Low		
Display screen equipment	Staff	DSE risk assessments carried out on designated VDU users by IT Manager	Low	Annual	Sept 17

**Manual Handling**

Hazard	Who is at risk	What is done now	Risk Rating	What needs to be done	Target date
Injury from lifting, movement, weight, dropping load	Staff and students	<p>Task Assessment does the task involve:</p> <ul style="list-style-type: none"> <li>• Holding or manipulating loads away from the trunk?</li> <li>• Unsatisfactory body movement or posture? twisting, stooping, stretching?</li> <li>• Excessive lifting, lowering, carrying distances or strenuous pushing or pulling?</li> <li>• Risk of unpredictable movement of loads?</li> <li>• Repetitive handling or frequent or prolonged physical effort?</li> <li>• A work rate imposed by a process or insufficient rest.</li> </ul> <p>Assess Load to be moved: Weight, Size and shape, Difficulty to grasp</p> <p>Assess Environment: Space constraints, Floor surfaces, changes in levels of floor</p> <p>Provide equipment: Trolleys or other suitable items Temperature, wind, weather conditions if outside Lighting</p> <p>Individual capacity:</p>		<p>Operator to be in correct position Heights adjusted Provide manual handling training where required Operator to ask for assistance from Site Team or appropriate others.</p> <p>If load too heavy request assistance from others or look at mechanical movement Is other equipment needed such as straps</p>	

		Does it require unusual strength, Existing health problems or pregnancy  Other factors: PPE required? Is it possible to automate?			
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Date of assessment 1/2/17

**Location/Department – Main School Open areas**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now`</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and hazards from blocked exit doors.	All	Keep clear signs on all doors, regular checks	Low	All need to check personal items are not stored next to doors. Provide suitable storage where necessary.	
Risk of fire combustible waste and rubbish	All	Rubbish removed daily. Controller or cleaner removes to bin storage area.	Low	Keep rubbish clear at all times. On going	
Risk of electric shock from electrical equipment	All	Visual inspection before use and regular PAT testing	Med	Regular checks. Innovate paper waste to be stored in cages	
Risk of being trapped in lift	All	Regular maintenance to ensure good working order.  Switched off during evacuation.  Instruction not to use lifts in event of evacuation.	Low	Maintenance visits once a month. On going PEEPs of students/staff with disability. 3 students with mobility issues Sept 14. Any students with temporary mobility issues e.g. broken bones/using crutches to be located on ground floor or be able to come down stairs on behind if needed.  Students unable to come down stairs on behind to go to identified place of refuge (stairwell with fire door protection) and fire brigade to be notified by Inclusion Manager/PA responsible.	
Risk of electric shock and misadventure from main electrical switches	All	Room kept locked throughout the day. No students permitted to enter. Never use as storage room			

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department – Main Reception, classrooms & Offices**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and hazards from blocked exit doors.	Staff & Pupils	Keep clear signs on all doors, regular checks, fire exit signs visible. All fire exit doors fitted with push bars. Cleaners remove rubbish daily and regular checks are carried out.	Low	All need to check items of personal items are not stored next to doors. Provide suitable storage where necessary. Keep rubbish clear.	On going
Risk of fire combustibile waste and rubbish	Staff & Pupils	Rubbish removed daily. Controller or cleaner removes to bin storage area.	Low	Last Portable Appliance test August 2015 next is booked for August 17	On going.
Risk of electric shock from electrical equipment	Staff & Pupils	Visual inspection before use and regular PAT testing	Low	All incident have serious incident report completed and reported to head teacher	On going
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff & Pupils	Reception area secure. CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Med  Low		
Risk of migraine, eye strain and RSI type injuries from use of VDU	Staff & Pupils	Assessments carried out in line with DSU guidelines			

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

Location/Department – Technology page 1 of 2

Hazard	Who is at risk	What is done now	Risk Rating	What needs to be done	Target date
Risk of being trapped by fire and hazards from blocked exit doors.	Staff, pupils	Keep clear signs on all doors, regular checks All fire exit doors fitted with push bars	Low	All need to check items of personal items are not stored next to doors. Provide suitable storage where necessary. Keep rubbish clear. Keep clear of chairs.	On going
Risk during fire alarms of staff or pupils not hearing alarm	Staff, pupils	All power turned off in first instance of alarm. New fire” posters erected. Some areas are off limit to students. Regular checks are carried out. Department needs to separate rubbish in clearly marked bins (metal scrap, wood, paper, rubbish)	Low		
Risk of fire combustible waste and rubbish	Staff, pupils	Rubbish removed daily. Controller or cleaner removes to bin storage area.	Low		
Risk of electric shock from electrical equipment	Staff, pupils	Visual inspection before use and regular PAT testing. Annual PAT Testing carried out on appropriate electric equipment.	Low	Last Portable Appliance test August 2015. Next one booked August 17	
Risk of source of ignition from materials and flammable liquids	Staff, pupils	Materials stored away from sources of ignition. Wood stored in a separate room	Low	COSHH sheets required for all hazardous chemicals. Keep data sheet updated annually.	

**Location/Department – Technology page 2 of 2**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of injury from usage of tools and machinery	Staff, pupils	Head of dept has effective systems of workshop practice in place. No practical work is permitted during cover lessons. Appointed first-aider within the Tech Department.	Med		
Risk of misadventure from lack of supervision	Staff, pupils	Pupils never left unattended when using tools in workshops. Students are left unattended in workshops to do written work but no tools or machinery must be accessed or used. No practical work is permitted during cover lessons. Pupils considered to be a danger to themselves or others will be removed to another room. Students are reminded of safety issues regularly	Low		
Risk of collisions from working too closely	Staff, pupils	Students work in designated areas 1 or 2 students at each piece of machinery. Students are reminded of safety issues regularly Painted lines on floor to mark standing area clearly	Med		
Risk of Violence or abusive behaviour from intruders on site	Staff , Pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Risk of violence or abusive behaviour from students or parents					

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Upper School Playground**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of damage to site from intruders when site is closed	Staff, pupils	Gates locked when site closed.	Low		
Risk of Ignition from smoking by pupils	Staff, pupils	Manned by staff. Smoking not allowed on site. Vigilance required by all staff.	Low		
Risk of injury from slips, trips and falls	Staff, pupils	Litter removed after break times, all litter bins removed, no food allowed in area.	Low		
Risk of injury from slips in icy conditions	Staff, pupils	Remove leaves regularly. Site controller to grit paths and ramps during periods of icy weather. Extra staff on duty when poor weather conditions expected.	Med		
Risk of injury from broken glass	Staff, pupils	Staff to report any broken glass to site controller who will remove and clean the area.	Low		
Risk of health from animal faeces	Staff, pupils	Staff to report any faeces to site controller who will remove and clean the area. The gates are locked over weekend and visitors are informed not to allow dogs in the area. Access control installed Oct 12.	Low	Leisure services to monitor weekend and evening use	

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Sports Hall, Gym, changing rooms and School gym**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from Blocked exit doors	Staff pupils	Keep clear. All Bags are left in changing rooms. All equipment kept away from fire exits.	Low	All need to check items like bags and chairs are not blocking exits. Keep rubbish clear. Equipment not stored in front of heaters.	
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove.	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Risk of injury from road access					
Risk of injury from electrical heaters during Exams	Staff, pupils	Students instructed to use footpath and zebra crossing. Controlled access system to be used and route around car park used to avoid road.	Low		
Sporting Activities & use of equipment within the department		Electrical heaters only used to raise heat of sports hall prior to students entering building. In extreme weather heaters only to be used during exams under constant supervision.	Med		
		The department has risk assessments for all activities and equipment used.			

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Languages and Library Block**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from blocked exit doors	Staff pupils	All need to check items like bags and chairs are not blocking exits. Keep free from rubbish. Keep clear	Low		
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove.	Low		
Risk of electric shock electrical equipment and lights	Staff, pupils	Visual inspection before use and regular PAT testing. Last PAT test August 2014	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Security risk from Library Entrance	Staff, pupils	Pupils are not to enter library without a member of staff. Signage to stop public entering English dept. via Fire exit. Pupils are not to be in the department during break times without staff supervision.  Pupils enter from Quad entrance.	Low	Ensure the code for the door in the corridor is changed regularly and Security maintained from public entrance to school.	

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Science Boiler House & Gas cupboard.**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from Blocked exit doors	Contractor & Building	Nothing is stored within the area. Qualified Contractors used at all times. Contractors accompanied at all times and site instructed.	Low		
Risk of fire Combustible waste and rubbish	Contractor & Building	Kept clear and nothing stored.	Low		
Risk of electric shock electrical equipment	Contractor & Building	Visual inspection before use. Regular maintenance to ensure good working order. Rubber mats under electric panels	Low		
Risk of explosion from gas	Contractor & Building	Cupboard locked up at all times. Only site staff to gain access at any time. Meters read regularly and monitored for leaks.	Low		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Science Area Page 1 of 2**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of fire ignition from combustible materials & liquids	Staff, pupils	Stored in locked metal cabinets. Staff are inducted and receive ongoing training	Med		
Risk of injury using equipment and chemicals during lessons, preparation and clearing up	Staff, pupils	Equipment is counted in and out in every lesson to ensure dangerous items like scalpels and chemicals are not misplaced. Chemicals used in smallest, weakest amounts. Teaching staff responsible for individual risk assessments with each lesson plan. HAZARD cards available to first aider. Personal protective equipment must be used at all times, lab coats, goggles etc.	Med		
Risk of injury from traffic on access road	Staff, pupils	Staff and sixth form advised to keep road clear for emergency services, and to use Zebra crossings	Low	Access control system in place from Oct 12. No students now can cross the road without staff supervision.	
Risk of explosion from gas	Staff, pupils	Gas valves switched off during holidays and on cover lessons. Students told not to play with gas taps. Main Gas valves turned off at the end of every night.	Med		
Risk of injury from misadventure during lack of supervision	Staff, pupils	Pupils never left unattended in the labs. No practical work is permitted during cover lessons. Pupils considered to be a danger to themselves or others will be removed to another room.	Med		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Science Area Page 2 of 2**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from blocked exit doors.	Staff, pupils	All pupils need to check items like bags and chairs are not blocking exits. Keep rubbish clear. More coat hangers are now available o/s class rooms.	Low		
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove. All rubbish taken to the bins after cleaning.	Low		
Risk of electric shock electrical equipment	Staff, pupils	Visual inspection before use. Regular maintenance to ensure good working order. PAT completed August 2014	Low		
Risk of being trapped in lift	Staff, pupils	Regular maintenance to ensure good working order. Checks are done monthly. Switch off during evacuation. Students and staff notified not to use in event of evacuation.	Med	On going PEEPs of students/staff with disability. 4 students with mobility issues Sept 15. Any students with temporary mobility issues e.g. broken bones/using crutches to be located on ground floor or be able to come down stairs on behind if needed.  Students unable to come down stairs on behind to go to identified place of refuge (stairwell with fire door protection) and fire brigade to be notified by Inclusion Manager/PA responsible.	
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Food Technology, Page 1 of 2**

Hazard	Who is at risk	What is done now	Risk Rating	What needs to be done	Target date
Risk of being trapped by fire and tripping hazard from blocked exit doors	Staff, pupils	All need to check items like bags and coats are not blocking exits. Keep rubbish clear.	Low		
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove.	Low		
Risk of electric shock electrical equipment and lights due to wet hands.	Staff, pupils	Visual inspection before use and PAT testing is carried out annually – complete August 2014 Electric cookers to be serviced annually	Low		
Risk of Gas leaks/explosion.	Staff, pupils	Gas cookers to be serviced annually.	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Risk of collisions from working too closely	Staff, pupils	Students work in designated areas 1 or 2 students at each cooker	Low		

**Location/Department: Food Technology Page 2 of 2**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of ignition from flammable materials.	Staff, pupils	Flammables stored in separate room in metal cupboard.	Med		
Risk of fire from using Microwaves and cookers.	Staff, pupils	Constant supervision. Fire fighting equipment available.	Med		
Risk of ignition from cooking oils	Staff, pupils	Staff ensures equipment turned off when classroom left unattended. No Deep Fat fryers used. Fire Blankets available in local areas.	Low		
Risk of burn injury from irons	Staff, pupils	Students instructed on the use of irons and taught to switch them off when not in use.	Low		
Risk of slipping on wet floor	Staff, pupils	Spills to be cleaned up immediately. Mop and bucket in location. Cleaning done after school day has ended. Technician is first aid trained.	Low		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Maths classrooms**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and hazards from blocked exit doors.	Staff, pupils	Keep clear signs on all doors, regular checks, fire exit signs visible	Low	Access to staircases kept clear at all times	
Risk of fire combustible waste and rubbish	Staff, pupils	Rubbish removed daily. Controller or cleaner removes to bin storage area.	Low	Regular checks. Do not dump waste outside bin storage areas. Cleaners remove rubbish daily.	
Risk of electric shock from electrical equipment	Staff, pupils	Visual inspection before use and regular PAT testing. PAT completed Aug 2014	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Med		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: School Sixth Form and Music area**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from Blocked exit doors	Staff, pupils	Kept clear of all items Fire Exits checked regularly and are clearly marked.	Low		
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove.	Low		
Risk of electric shock electrical equipment and lights	Staff, pupils	Visual inspection before use and regular PAT testing. PAT completed Aug 2014	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Risk of excessive noise ( music dept)	Staff, pupils	Some pupils are effected by excessive noise and Inclusion Manager is aware of this and can remove students to another room	Low		
Unauthorised access	Staff, pupils	Peripatetic music teachers all DBS checked and required to sign in and out	Low		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Lower School Area, English & Art**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from blocked exit doors	Staff, pupils	Kept clear of all items Fire Exits checked regularly and are clearly marked.	Low		
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove. Rubbish removed daily.	Low		
Risk of electric shock electrical equipment	Staff, pupils	Visual inspection before use and regular PAT testing. PAT completed Aug 2014	Low		
Fire risk from Flammables in art dept.	Staff, pupils	Stored in office away from sources of ignition.	Med		
Fire or burn risk from kiln	Staff, pupils	Kiln serviced annually. Only operated by qualified teacher. Timer door release installed	low		
Use of substances	Staff, pupils	Data sheets available for all items under COSHH and items supervised by teaching staff	Low		

**Date of Risk Assessment : 1/2/17****Next Review : 1/5/18**

**Location/Department: Drama Dept**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of being trapped by fire and tripping hazard from Blocked exit doors	Staff, pupils	Kept clear of all items Fire Exits checked regularly and are clearly marked.	Low	All need to check items like bags and chairs are not blocking exits. Keep rubbish clear.	
Risk of fire Combustible waste and rubbish	Staff, pupils	Clear away all rubbish or contact site controller to remove	Low		
Risk of electric shock electrical equipment and lights	Staff, pupils	Visual inspection before use and regular PAT testing. PAT completed Aug 2014	Low		
Risk of Violence or abusive behaviour from intruders on site Risk of violence or abusive behaviour from students or parents	Staff, pupils	CCTV installed on site. Staff to lock classrooms up when leaving. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Controlled access system in place on all perimeter doors and gates. Parents to be interviewed in reception, interview or conference room. Where concerns exist staff to be accompanied. Containment procedure in place.	Low		
Risk of fire from Heaters	Staff, pupils	Grills in place. Not to be used for drying clothes	Low		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: School Productions**

<b>Hazard</b>	<b>Who is at risk</b>	<b>What is done now</b>	<b>Risk Rating</b>	<b>What needs to be done</b>	<b>Target date</b>
Risk of spread of fire	Staff, pupils Parents Elderly Children	Safety announcement at start of any performance . Staff and students aware of emergency procedures practices and displayed. Exits to be kept clear. Do not place chairs together.	Low		
Risk of injury from falls and trips	Staff, pupils	Visitors are made aware of procedures before production starts.	Low		
Risk of injury from electrical equipment and lighting	Staff, pupils	Guard rails around auditorium. White tape to indicate changes in levels. Lights up until Audience is seated and at end of production.  Check leads and plugs for defeats. All equipment regularly PAT tested. PAT completed Aug 2014 Avoid trailing cables. Do not overload sockets. Do not use in the vicinity of flammables. Lighting rig load tested by insurers.	Low		
Risk of injury from working at height	Staff, pupils	All staff inducted and trained in line with H & S provider guidelines. See separate Risk Assessment	Med to High	Separate Risk Assessment	

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

**Location/Department: Whole School Evacuation and Containment**

Hazard	Who is at risk	What is done now	Risk Rating	What needs to be done	Target date
<p>Risk of danger to life or injury from spread of fire or other emergencies</p> <p>Risk of danger to life or injury from armed intruder. Bomb scare etc Classified as Level 3 response</p>	<p>Staff, Pupils Visitors Contractors</p> <p>Staff, Pupils Visitors Contractors</p>	<p>Safety announcement at start of any performance. vacuaton is regularly practiced. On hearing the continuous bell everybody leaves building immediately and walks to assembly point. Fire exits kept clear. Fire extinguishers checked annually Emergency lighting monthly checks carried out. Fire risk assessment for premises and PEEPs (Personal Emergency Evacuation Plan) completed COSHH assessments updated annually</p> <p>Safety announcement at start of any performance. Containment of pupils introduced in September 2007, Practiced annually. On hearing five rings of the bell twice staff are instructed to close all doors and windows. Wait for further instruction. When containment is over LT will visit classrooms to advise that containment has finished.</p>	<p>Low</p> <p>Low</p>	<p>NB last practice was 2012</p>	
<p>Risk from intruders or abusive parents, students</p>	<p>Staff, Pupils Visitors</p>	<p>CCTV installed on site. Minimalize confrontational circumstances. Call for assistance if behavior or risk presents. All incident are reported to head teacher. Appropriate staff ratio's in place.</p>	<p>Low</p>		

**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

## RISK ASSESSMENT

Location School Field

Hazard / Risk	Who is at Risk?	What is done now	Risk Rating	What needs to be done – additional controls
<b>Litter, glass / injuries, cuts</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Inspection of area by Site, PE Staff &amp; Leisure Staff</li> <li>• Litter-picking carried out as required</li> </ul>	Low	n/a
<b>Used needles / HIV, Hepatitis B</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Inspection of areas by Site, PE &amp; Leisure Staff</li> <li>• Safe litter-picking procedures involving use of personal protective clothing as required</li> <li>• Safe disposal of material collected</li> </ul>	Low	n/a
<b>Dog faeces / infection, Toxicariasis</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Prevent dog walking on site so far as is reasonably practicable</li> <li>• Signage prohibiting dog walking on site</li> <li>• Safe clearing procedures involving use of personal protective clothing as required</li> <li>• Safe disposal of collected waste</li> </ul>	Low	Signage already in place
<b>Poisonous or thorny plants / poisoning, skin irritation, scratches</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Consideration of safety when selecting plants</li> <li>• Inspection of areas for unsuitable plants and weeds</li> <li>• Grounds maintenance procedures</li> </ul>	Low	N/A
<b>Ground surface defects eg. holes / trips, injury</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Regular inspection of area by Grounds Mtce, Site, PE and Leisure staff</li> <li>• Report any defects to Site Staff</li> <li>• Prompt remedial action by grounds mtce contractor</li> </ul>	Low	n/a
<b>Members of the public, trespassers / abduction, assault, harassment</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Well maintained, unbreached perimeter walls and fencing (no holes or damage)</li> <li>• Adequate supervision during school times</li> </ul>	Low	n/a
<b>Goal posts / instability in high winds / injury</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Ensure goal posts are fitted correctly – inspection by site, PE &amp; Leisure staff.</li> </ul>	Low	n/a
<b>Manhole covers / slips &amp; trips / injury</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Inspection of area by Site, PE and Leisure staff</li> </ul>	Low	n/a
<b>Drainage (Adequate) / slips &amp; trips / water logging</b>	Students & Staff	<ul style="list-style-type: none"> <li>• Regular inspection of area by Site, PE &amp; Leisure staff</li> <li>• Report any defects to Site staff</li> <li>• Prompt remedial action</li> </ul>	Low	n/a

Risk of violence or abusive behaviour from students or parents	Students and staff	<ul style="list-style-type: none"> <li>• Parents to be met in reception, interview or conference room. If concerns exist staff to not interview alone.</li> <li>• Call for assistance if behaviour of student is concern or risk</li> </ul>	Low	N/a
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**Date of Risk Assessment : 1/2/17**

**Next Review : 1/5/18**

Name of the assessor Gill Newman