

Spratton Hall

Health and Safety Policy



September 2018

HEALTH AND SAFETY POLICY

Title: Health and Safety Policy	Responsible: SJSC / SMT / Matron / Bursar
Date implemented: September 2005	Last Review: September 2018
	Next Review: September 2019

Policy Statement

The Governors of Spratton Hall are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

Through this policy and our risk assessments, we aim to show that assessing risks is systematic throughout the school, all with a view to promoting the welfare of our pupils and staff. This policy should be read in conjunction with our 'Educational Visits Policy' and our 'Supervision of Pupils Policy'.

Risk Assessments: Spratton Hall has a thorough, robust and effective risk assessment procedure. With all risk assessments, appropriate action is taken to reduce the risks that are identified. The Senior Teacher, Mrs Katie England (Educational Visits Coordinator), is responsible for overseeing all risk assessment procedures and ensuring that risk assessments that are currently in place are effective and, when a risk assessment is conducted for an individual event, then it is thorough and robust.

Individual risk assessments are drawn up for each residential visit and for any non-residential day visits where there is a highlighted risk such as outward bound activities. The individual member of staff running a residential trip is responsible for drawing up a risk assessment. Mrs England, as Educational Visits Coordinator, is responsible for checking the risk assessment, recording and arranging relevant training for staff. We have generic risk assessments for all non-residential study visits, away matches, car park, Eco-classroom, playgrounds and the Science Department. For more details of our risk assessment policy please see the relevant section in Section 2.

The Health and Safety Policy was written with regard to the DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers 2014' and the policy has been formally adopted by the School's Governing body. This policy conforms to the legal framework set out in four key acts of parliament. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law:

- **The Health and Safety at Work Act 1974** (HSW Act) gave employers a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. It also required all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they

pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

- ***The Management of Health and Safety at Work Regulations 1992*** required employers to assess the risks to employees and to make arrangements for their health and safety by effective:
 - i. planning
 - ii. organisation
 - iii. control
 - iv. monitoring and review

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- ***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*** requires employers to notify their enforcing authority in the event of an accident in the workplace to any employee, pupil or visitor to the school resulting in: death; major injury; incapacity for normal work for seven or more days; where there is an accident connected to a work activity that causes injury and the injured person is taken to hospital for treatment from the scene of the accident; dangerous occurrences, where something happens that does not result in an injury, but could have done. (NB The above includes an act of non-consensual physical violence done to a person at work.)
- ***The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)*** required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent.

Spratton Hall will endeavour to adhere to the guidelines outlined above.

Management systems for Health & Safety must be clearly documented and understood by all staff. The School has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. All members of staff receive relevant training in Health and Safety and producing and using Risk Assessments.

N.B. For the purposes of this policy the term **staff** is used to refer to all full and part time staff (teaching and non-teaching) and includes, helpers/volunteers and staff on temporary or fixed term contracts. The term **school** is used to refer to Spratton Hall.

HEALTH AND SAFETY POLICY STATEMENT:

Spratton Hall' senior management will define, document and endorse its Health and Safety policy. There will be a commitment:

- a. to recognise that Health and Safety is a integral part of the school's performance
- b. to achieve the highest level of Health and Safety performance with compliance to legal requirements as a minimum and to continual cost effective improvement in performance
- c. to provide adequate and appropriate resources to implement policy
- d. to set and publish Health and Safety objectives
- e. to place the management of Health and Safety as a prime responsibility of line managers
- f. to ensure the understanding, implementation and maintenance of Health and Safety at all levels
- g. to involve and consult all employees to gain commitment to the policy and its implementation
- h. to periodically review the policy, management systems and audits of compliance
- i. to ensure that all employees at all levels have appropriate training and are competent to carry out their duties and responsibilities

MANUAL HANDLING POLICY STATEMENT

This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying in school.

Spratton Hall recognises its responsibilities to ensure the Health, Safety and Welfare of its staff, pupils and visitors as far as is reasonably practical. It is the policy of the school to conform to the requirements of the Manual Handling Operations Regulation 1992. All managers have a responsibility to ensure that this policy is implemented in their areas.

Manual Handling is interpreted as the transporting or supporting of any load.

Manual handling operations which are a risk to employees should be avoided as far as is reasonably practicable.

All operations involving manual handling procedures considered to be potentially hazardous should be assessed and the risk reduced to the lowest level that is reasonably practicable.

All employees involved in regular manual handling procedures have received training covering all key aspects of safe handling processes. Any potentially hazardous operation involving manual handling should be referred to a member of staff with the appropriate training and a risk assessment completed by the Estates Manager.

Miscellaneous Health and Safety Matters

Glazing Risk – all windows above the ground floor to which pupils have access either have bars across them or can only be opened a certain amount to prevent the risk of pupils falling through them.

Water Quality – we have routine legionella risk assessments carried out by external environmental agencies, the most recent took place September 2016.

Management of Asbestos – a register is maintained of all areas in school where there is asbestos and the register is updated when any building work takes place in the school. The register is made available to external contractors as required.

Working at Height – the school has a risk assessment in place for those who may work at height, specifically the Estates team.

These matters are reviewed by the Health & Safety Committee on an annual basis.

SECTION 1 RESPONSIBILITIES

There are four different levels for the allocation of functions/responsibilities for employees with respect to Health and Safety. In addition to these three levels there are other interested parties with responsibilities who are not employees, eg Governing body.

Level 1 *The Head Master*

Level 2 *The Health & Safety Co-ordinator*

Level 3 *The remainder of the Health & Safety Committee*

Level 4 *Teachers/technicians/cleaners/maintenance staff*

For details of the various responsibilities for each level see later sections.

The Governing Body

The Governing Body in consultation with the Head Master will make arrangements for:

- producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working / teaching / learning environment. The policies should detail the School's current command, control, co-ordination and communication systems for the management of health and safety issues. Policies should be in compliance with, or improve upon:
 - i. statutory requirements
 - ii. codes of practice - whether statutory or advisory
 - iii. guidance - whether statutory or advisory

- providing, monitoring and reviewing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils, for example;
 - i. school safety committees are established and meet regularly;
 - ii. adequate risk assessments are undertaken and any risks/ hazards are identified and addressed with the aim of minimising any risks to staff, pupils and others. All risks should be identified and evaluated, particularly those related to
 - a. accidents
 - b. health and security of pupils and staff
 - c. the security of property and premises
 - d. school sponsored activities (including work experience)
 - e. pupils' behaviour
 - iii. information provision and reporting arrangements are annually reviewed to ensure that they provide effective command, control, co-ordination and communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance.

- ensuring that responsibilities are assigned and providing adequate information and training on Health and Safety at work and fire prevention. The information and training should ensure that all employees, pupils, hirers, contractors, visitors and others follow the school safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk. Staff are given information by, for example;
 - i. the inclusion of this policy in the staff handbook (all staff have a personal copy)
 - ii. Health and Safety notices are displayed at the following six locations at Spratton Hall: Reception, Maintenance Shed, Kitchen Staff Room, Grounds Staff Workshop and Teachers' Common Room
- liaising with the Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work.
- establishing, practising and maintaining effective emergency evacuation procedures. If the School is used for community activities outside of the School day variations to emergency procedures will apply. These are included in this policy in the Emergency Procedures section. It is advisable to work closely with the Fire service in such a case and comply with all of their requirements, e.g. a sign for the position of the nearest working phone should be prominent. The fire warning signal is a continuous **ringing** of the bell. (See Emergency Procedures section for Fire Arrangements, location of fire extinguishers and for break glasses and location of zone panel.).
- maintaining the cleanliness and state of repair of the building.
- providing safe plant, equipment and systems of work.
- providing safe means of entry and exit to the school premises for staff and pupils.
- providing safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances – to include managing and maintaining the use of personal protective equipment.
- providing required safety and protective equipment and clothing together with associated guidance, instruction and supervision.
- providing adequate statutory first aid facilities.
- providing consultative measures to monitor and review the effectiveness of Health and Safety measures.
- providing adequate welfare and support facilities for staff and pupils.
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes

notifying the Health and Safety Executive of any major accident or dangerous occurrence.

The Governor representing the Governing Body on the Health & Safety Committee is:

Mr. R Green LLB (Hons)

The Head Master

The Head Master as an employee has the same general personal responsibilities as all other members of staff (level 3) as detailed later. However, the Head Master is the School's Key Manager for Health and Safety and as such takes day to day responsibility for all Health & Safety matters in the School. The Head Master also has specific legal responsibilities to:

1. ensure that the School displays the Health and Safety Executive's (HSE) statutory notice (ISBN 978 0 7176 6339 2) detailing Health and Safety Law and local HSE contact numbers in several appropriate locations.
2. monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school (including visits).
3. monitor the provisions for first-aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Governing Body.
4. take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
5. encourage staff, pupils and others to promote Health & Safety and to suggest and implement practices and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
6. ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect the Health & Safety of staff, pupils and others are made safe without delay. This may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.
7. Report termly on Health and Safety to the Governing Body and to liaise with the Governors on Health and Safety issues, i.e. the Head Master must inform the Governors if there are problems in implementing the Health and Safety policies.
8. Ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards. Risk assessments should be regular and relate to premises, methods of work and all school sponsored activities. It is particularly important that following changes in circumstances or personnel, risk assessments be conducted out of the regular cycle.

9. carry out periodic reviews and safety audits on findings of the risk assessments.
10. collate accident information and instigate an accident and/or incident investigation where appropriate.
11. assign clear safety functions to senior members of staff, Health and Safety Managers class teachers and others (levels 2 and 3) as appropriate. The Head Master may appoint another Senior Member of Staff as the School's **Health and Safety Co-ordinator**. However, the Head Master still retains an overall legal responsibility for the implementation of the School's health, safety and welfare policy.
12. act on reports received from level 2 staff and Health and Safety Trade Union Representatives within agreed timescales and report problems to the Governors.
13. consult with members of staff, including the safety representatives, on Health & Safety issues via the school safety committee.
14. identify the training needs of staff and pupils and make recommendations to the Governing Body on the required resources for implementing a suitable training programme.

The Health & Safety Co-ordinator

Health and Safety Co-ordinator: **The Bursar - Mrs Clare Cull**

The Health & Safety Co-ordinator sits on the Health and Safety Committee of Spratton Hall as Chairman and is responsible for the day to day co-ordination of the Health and Safety Policy to include:

- regular inspections and risk assessments
- initiating action on reported hazards and accidents
- organising appropriate training for members of staff
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy prior to the commencement of their duties

Health and Safety Committees

The Safety Representatives and Safety Committees Regulations 1977 and *The Health and Safety (Consultation with Employees) Regulations 1996* require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. The Governing Body and the Head Master, have established a Safety Committee at Spratton Hall which meet each term. Representatives on these committees cover all appropriate areas of work or special hazards. The Health & Safety Committees report to the Governing Body and Head Master.

Specific Areas - Spratton Hall:
Out-of-School Visits
Emergency Procedures
Kitchens and Dining Rooms
Design Technology
General Issues
Medical Procedures
Sport and Physical Activities
Estates Manager
Science Laboratories and Prep Room

Health and Safety Managers and The Health and Safety Co-ordinator (level 2) are defined as those having curriculum responsibilities or representing non-teaching, community staff or those who have buildings responsibilities and who manage safety in those areas on a daily basis. Level 2 staff are directly responsible to the Head Master and as employees have the same general personal responsibilities as all other members of staff (level 3) – see later.

However, they also have specific responsibilities for:

1. the overall day-to-day responsibility for the correct implementation and operation of the School's Health & Safety Policy and other regulations, rules, procedures and Codes of Practice in their specific area of responsibility.
2. instigating, monitoring, maintaining and developing working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using their area of responsibility.
3. drawing up a Health and Safety policy for their area which:
 - requires planning and risk assessment before a lesson starts
 - controls the Health and Safety by regular checks
 - monitors and reviews Health and Safety, e.g. procedures for reviewing risk assessment and safety
 - is reviewed annually
 - arranges for staff, pupils and others under their management receive appropriate information and training regarding Health, Safety and Welfare. N.B. this is particularly important when staff join the department, etc
 - creates an atmosphere which encourages staff, pupils and others to:
 - i. achieve the highest possible standards of Health and Safety
 - ii. promote Health & Safety
 - iii. suggest and implement practices and procedures which reduce risks
 - iv. discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others

In particular Level 2 staff should ensure that:

1. safety inspections are regularly made of their area of responsibility during directed time.
2. appropriate remedial action is taken whenever necessary to ensure the Health, Safety and Welfare of all staff, pupils and others.
3. all plant, machinery and equipment in their working area is in good and safe working order and adequately guarded. Guards must not be damaged or removed.
4. supervision, and end of day/lesson procedures prevent the unauthorised and improper use of all plant, machinery and equipment in their area of responsibility.
5. appropriate protective clothing and equipment (staff and pupils), first-aid and fire fighting appliances are present, maintained and functioning properly for their area of responsibility.
6. ensure that all chemicals and substances are the subject of a written risk assessment, correctly used, stored and labelled – especially toxic, hazardous and/or highly flammable substances.
7. all cleaning materials must remain under the supervision of the housekeeping staff whilst in use and must be stored in a locked cleaning cupboard at all other times
8. all Health and Safety signs in their area of responsibility meet the statutory requirements.
9. all Health & Safety information is communicated to their staff in the manner prescribed in this policy.
10. they report any concerns relating to Health & Safety to the Head Master (level 1) and/or safety representative.
11. act on reports received from level 3 staff within agreed timescale and report problems to level 1 and Safety Representatives.

All staff

All staff have specific responsibilities for Health and Safety as described below.

1. All staff must be familiar with the requirements of:
 - the Health & Safety at Work Act 1974
 - the Management of Health and Safety at Work Regulations 1999
 - the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 - this Health & Safety Policy and all safety regulations as laid down by the Governing Body
 - any other Health & Safety legislation and Codes of Practice which are relevant to their work.

2. All staff must take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work. To this end staff should practice, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of other staff, pupils, visitors and any other person in their charge, e.g. staff must:
 - check that work areas and plant, machinery equipment are adequately guarded and in good/safe working order before, during and after activities
 - ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is carefully counted back at the end of the lesson, e.g. scissors, scalpels
 - ensure safe procedures are followed by all – including pupils and visitors
 - ensure 'the correct equipment/tool is used for the job' for the job and that protective equipment/safety devices are used by staff and pupils whenever appropriate, e.g. goggles, aprons, fume cupboard, etc

3. All staff must co-operate with the employer in all matters concerning Health and Safety, eg:
 - staff must not interfere with or misuse anything provided for their Health, Safety and Welfare
 - staff must not make unauthorised or improper use of plant, machinery or equipment
 - staff must report all accidents and near misses using the established accident reporting procedure
 - staff should take an active interest in promoting Health & Safety and suggest ways of reducing risks
 - staff must report hazards or defects in the premises, plant, equipment or facilities initially to their level 2 manager and Safety Representatives

The Head Master will take up his place on the Committees when the Health and Safety Co-ordinator feels it necessary or when deemed appropriate.

Health and Safety Trade Union Representatives

Trade union representatives have no formal recognised responsibilities within our Health and Safety Policy. However, it is accepted that there may be occasions when an input from sources is useful and, where appropriate, the School will facilitate inspections or investigations and receive reports accordingly through the Head Master. The School will only consider submissions from health and safety trade union representatives of recognised trade unions.

Hirers, contractors and others

When selecting contractors we ensure the safety of pupils, staff and parents are wholly taken into account during the planning process and carry out safeguarding checks of all contractors before they begin work on site.

This section refers to use of the School premises/facilities for activities not under the direction of the Head Master, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Governing Body will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers should have sufficient Third Party Liability insurance.
2. All hirers, contractors and others using the premises/facilities, must:
 - be familiar and comply with this Policy and all Governing Body safety directives. N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting
 - take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the School's staff or pupils
 - obtain the Governing Body's written permission to bring any equipment onto the school premises
 - respect any capacity figures detailed on the lettings documentation
 - be competent to perform the tasks being undertaken and ensure that the School has supplied them with the information they require about the work and the environment they will be working in
 - respect the total ban on corporal punishment on the School premises – to this end hirers, contractors and others using the premises/facilities should report any pupil bad behaviour to teaching staff so as the matter can be dealt with in accordance with the School's discipline policy
4. All hirers, contractors and others using the premises/facilities, must not:
 - alter fixed installations
 - interfere with or remove fire/safety notices or equipment
5. The Head Master or his representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

On-site vehicular movements

Any vehicle entering the school site via the black gates must report to a member of the Estates staff and be accompanied throughout the entirety of any movement on the school site.

SECTION 2 THE MANAGEMENT OF HEALTH AND SAFETY

There is a three stage management process in improving Health and Safety awareness for staff, premises and contents.

STAGE A Risk Assessment and planning - to include finding out if there is a problem or risk of a problem.

STAGE B Control/take action.

STAGE C Monitor and evaluate the implementation and effectiveness or otherwise of any preventative actions. To include procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

STAGE A Risk Assessment:

We attempt to balance the desire to eliminate risk with the need to maintain a pleasant welcoming school environment where associated risks are managed to render them acceptable. The degree of risk has to be balanced against the time, trouble and cost involved in introducing preventative or risk reducing measures. In making judgements the total cost element must be related to the degree of risk and not to the availability of capital funds.

Risk assessment is performed by trained members of the safety committee, and during the regular Health and Safety audit the appropriate staff inspect the workplace and practices therein.

There are many examples where risk assessment is undertaken:

- regular Health and Safety Inspection of school premises to be undertaken by the Health & Safety Committee
- continuous identification of hazards and risks on a daily basis, e.g. both formal and informal staff consultation is done through line management systems and safety representatives are consulted regularly
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH (Control of Substances Hazardous to

- Health) regulations – this must be completed before the substance or material is used
- assessment of a significantly different activity or procedure introduced into the School. Testing of electrical equipment will take place as appropriate

The results of all such risk assessments are reported to the Governing Body who, in consultation with the Head Master, prioritise issues and assign resources to undertake remedial/control measures where required.

The process of risk assessment:

There is a five stage management process in risk assessment:

1. Identifying hazards.

To help in the identification and reduction of hazards the following process can be helpful:

- i. look at '**cause and effect**'.

As is often the case the School premises were not designed with certain Health and Safety issues such as security in mind, e.g. security problems have arisen in the past as a result of having:

- an open site with long perimeters
- multiple entrances
- isolated buildings
- temporary buildings
- a lot of glass
- extensive public areas

Many of these factors have been considered and acted upon - see later section on School successes.

- ii. examine '**the nature of the job**' Safe methods of working, good management and supervision are prerequisites to the effective removal of hazards.
- iii. Investigate the safety literature for advice –many publications are available from the Head Master and have been considered in formulating this policy.

2. Identify who might be harmed, and how.

Identify which persons are at risk - those who directly use machinery and equipment or who have face-to-face contact with the public are normally the most vulnerable. Visitors and those who do not use the School premises all the time should also be considered.

3. Evaluate the risk.

Check the existing arrangements, are the current precautions adequate or should more be done? If risk cannot be removed completely then consider how the risk can be controlled so that harm is unlikely. Consideration should be given to the way the following factors:

- training and information
- School building security
- the nature of the job

and others work together to influence the risk.

Further consideration is given to whether all statutory requirements have been met, e.g. guarding dangerous parts of machinery. All relevant employees are told about the risks and what precautions are to be taken – this is done by briefings, bulletins and clear signs/notices in an appropriate place.

4. Establish the level of risk.

A level of risk posed by a particular hazard should be given a rating of either High, Medium or Low risk.

5. Record your findings.

A written record of all risk assessment is kept and this provides a working document for both managers and employees. The following procedure for reporting safety matters should then be employed. The procedure should be used for all safety issues including a suspicion of risk or a report of faulty equipment including faulty/inadequate fire fighting equipment.

Procedure for reporting safety matters:

Always inform your line manager (verbally and in writing) and immediate colleagues (verbally). Written reports should be done using standard pro forma sheets. As soon as your line manager has been informed it will be his/her responsibility to make appropriate decisions, eg:

- i. immediately taking the relevant piece of equipment out of service
- ii. organising a replacement item of equipment
- iii. include the item in the 'Safety Matters' section of the agenda of the department meeting
- iv. informing the Health and Safety Co-ordinator, Head Master, as appropriate

Procedure for Circulating Safety Information.

N.B. in the following section the term 'staff' refers to both teachers and technicians. On receipt of a safety document from the Consortium of Local Education Authorities for the Provision of Science Support (CLEAPSS), etc. the contents are analysed and categorised by the line manager under one of three headings:

- i. **Immediate action required**
staff are verbally informed by their line manager and are asked to read their own copy of the circular as soon as possible. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is then discussed at the next department meeting.
- ii **Medium/long term action required**
the document is circulated to all relevant staff and then filed. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is discussed at the next Staff meeting.
- iii **No action required**
if the contents confirm what we already practise then the document may simply be mentioned at the next staff meeting. The document is always filed.

Despite the above process it is important to remember that communication should always be a two way process between staff, safety representatives and pupils so that all members of the school community are fully aware of all current Health and Safety issues.

STAGE B CONTROL/TAKING ACTION:

The decision as to the necessary remedial action or risk control measures that need to be introduced is one that the Key Manager (Head Master) must take in consultation with the Governing Body. Best advice can often be obtained from the level 2 managers who are often experts in their own areas. The Governing body may be required to reallocate or divert resources accordingly. Actions can be prioritised based upon the level of risk and can take many forms, eg

- i. Estimate any costs incurred in changing practice and obtain or request relevant funding. N.B. Whenever training is statutory, or considered a necessity for the safety of staff, pupils and others, the Governing Body will ensure - within the financial resources available - that such training is provided. Pupils receive training appropriate to the learning activities in which they participate. Records will be kept of all training and staff/ pupil/ student training will be regularly updated.
- ii. Managers must establish that their staff and pupils are 'competent' (i.e. possess the necessary skills, knowledge and experience) to carry out the role required of them in accordance with relevant safety legislation in order that they may prevent danger or, where appropriate, injury. After assessing competence individuals may need to be given appropriate degrees of supervision having considered their experience and the nature of the work. It is therefore vital that the managers have been trained and are deemed to be competent to carry out this process.

After assessing the competence of staff and pupils in dealing with particular situations, it may be necessary to offer staff training or information. By informing staff and providing appropriate training we hope to minimise any risk and to encourage the

staff to report incidents promptly in the accident log. When designing and implementing a training programme it is important to analyse the expressed needs of all staff involved. This is primarily done by analysis of the relevant sections of Self Assessment Appraisal Form.

Suitable Health and Safety training must be provided whenever staff have to work with new equipment (including new technology) or in a new system, eg

- new staff should be trained before taking up their formal duties
- staff should be trained before taking up their formal duties in a new work area or job
- staff should be trained before taking up new responsibilities
- staff should be trained before participating in a new or different system of work

A review of the assessment of competence must be carried out if safety aspects of the work change significantly. The Health and Safety training must:

- be repeated periodically where applicable (refresher courses)
- take place during working hours
- take account of new or changed risks to the employees

The information for the requirements for competence for a particular post are used during the recruitment and selection process (including the employment of Agency Staff).

- iii. It will be necessary to offer support systems for those victims of accidents, stress or violence. Effective support needs to be offered to victims as quickly as possible if we are to avoid long-term distress or absence. Support systems therefore need to be in place and known to the staff.
- iv. It may be necessary to alter the nature of the job itself or procedures related to the job.

STAGE C MONITOR AND EVALUATE:

To monitor and evaluate the implementation and effectiveness of the School's Health and Safety policy and risk assessments and related preventative actions, we consult employees or their representatives. In addition we have an annual Health and Safety audit during which staff are required to complete a Health and Safety questionnaire. The accident log is also used as a major source of information, as are informal discussions with staff during the inspection of the premises. Whenever possible evaluation and monitoring is carried out using quantifiable indicators, for example:

- the frequency and cost of accidents, verbal abuse, assault, intrusion, arson, theft and vandalism at the School
- the numbers of teaching, non-teaching staff and governors trained in Health and Safety issues
- how much of the School budget is allocated to Health and Safety issues
- how any specific Health and Safety grant has been spent
- the timing and frequency of Health and Safety reviews
- details of any bodies from whom Health and Safety advice has been or will be sought
- action taken by the School to improve Health and Safety
- details of any recent significant incidents, e.g. assaults on staff or pupils, theft, vandalism, arson, etc. N.B. Staff and pupils are encouraged to report incidents of crime and violence which they have experienced, and the School has tried to develop an ethos of problem sharing

N.B. A distinction should be made between those incidents occurring on the School premises and those occurring just outside the School grounds. Consideration should also be given to the likelihood of incidents being repeated.

The results of the Health and Safety audit and the ongoing process of monitoring and evaluation are made known to staff by briefings, notices and articles in the staff bulletin. However care must be taken not to provide information which may increase the risk to the School, e.g. information which draws attention to specific weaknesses or details of the Health and Safety system. The Health and Safety Committees regularly check that risk assessments are still valid in the current work situation.

Endorsed by :-

Signature..... Name.....

Position..... Date.....

Signature..... Name.....

Position..... Date.....