



Heathfield Knoll School

Health and Safety Policy

This policy is supported and complemented by the following policies:

All Policies available to view on Staff Share Drive – Staff Handbook and Policies

- Alcohol and Tobacco
- Drugs and Drug Testing
- Educational Visits (non EYFS)
- Educational Visits (EYFS)
- Emergency Plan
- Fire safety
- First aid
- ICT Acceptable Use of - Pupils
- ICT Acceptable Use of - Staff
- Induction of new staff
- Lone Working
- Mobile Phone and PED
- Positive Handling
- Risk Assessment
- Safeguarding
- Social Media
- Staff Code of Conduct
- Sun Protection EYFS
- Supervision
- Vehicles
- Whistleblowing

Key personnel:

- | | |
|---------------------------|------------------|
| • Headmaster | Lawrence Collins |
| • Health & Safety Advisor | Julie Onions |
| • Matron | Lorraine Wallace |

This document is reviewed annually by the Headmaster or as events or legislation change require.

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1. THE STATEMENT

1.1 General Requirements

The trustees of Heathfield Knoll School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. THE ORGANISATION

2.1 Employer's Responsibilities

The Trustees are responsible for:

- all aspects of health and safety of employees, students and other persons at Heathfield Knoll School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, students and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- the adoption of safe working practices by staff and students, and by contractors on site.

2.2 Headmaster's Responsibilities

The Headmaster is responsible for:

- The implementation of the school safety policy.
- Advising the Trustees of the need to review the school safety policy.
- The day to day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receives appropriate health and safety training.
- Carrying out an annual safety audit.
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with.
- Notifying the HSE of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a school Health and Safety committee, if it is requested by staff, and for attending such meetings.
- Consultation with safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Curriculum area leaders / subject area leaders are responsible for:

- all matters of health and safety in their area.
- bringing to the notice of the Headmaster (or the Health and Safety Advisor) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- producing a departmental risk assessment and revising it as necessary.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.4 Other teaching, teaching assistant and technician staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- reporting any defects or problems affecting the health and safety of themselves, other staff or any other person, through their curriculum or subject area leader to the Headmaster (or the Health and Safety Advisor).
- co-operating with their employer (Trustees) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.5 The head caretaker is responsible for:

- Ensuring that he is familiar with and complies with the school safety policy.
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that any staff under his direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- Informing the Headmaster (Health and Safety Advisor as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers etc.).

2.6 The appointed first aider (Matron) is responsible for:

- Recording of accident/incidents requiring first aid treatment
- Maintaining the first aid box(es)
- Controlling and maintaining any other first aid supplies as may be kept separately (defibrillator/emergency evacuation chair)

2.7 Safety representatives

- Safety representatives have the right to:
- Carry out termly inspections of the premises and submit a written report to the Headmaster.
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- Represent their membership to the Headmaster (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- Represent the staff / union membership on school safety committees.

- Receive such training as may be necessary for them to perform their duties.

2.8 Catering manager (if employed by the school) is responsible for:

- Ensuring that he is familiar with and complies with the school safety policy.
- Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- Bringing to the attention of the Headmaster (Health and Safety Advisor) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- Heathfield Knoll School shall ensure that the following are implemented and they are adequate enough to ensure health and safety standards are met. The caretakers and cleaners are responsible for ensuring the premises are kept clean and that bins are regularly emptied.
- The cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception and the caretakers staff are responsible for clearing spills etc. to minimise risks of slips, trips and falls.
- The caretakers are responsible for disposing of glass and other sharp objects in correct containers.
- The caretakers are responsible for snow shifting and icy conditions
- The caretakers are responsible for clearing leaves off pathways with machinery or brushes
- Waste bins are stored in the court yard behind the kitchen area of the main house.
- Lighting tubes are stored on site in bespoke containers for collection. Waste Electric and Electronic Equipment (WEEE) regulations are adhered with.

3.2 Accident reporting, recording and investigation

- **All serious accidents that occur on the site should be notified to the Health and Safety Advisor** who will ensure the information is recorded via RIDDOR.
- All minor accidents should be recorded in the school's own minor accident book / safeguard system. Where necessary, parents / guardians or other persons will be notified of the accident.
- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headmaster / Health and Safety Advisor is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a student until they reach the age of 21.

3.3 Contractors (management of)

The Health and Safety Advisor is:

- The appointed responsible person to manage the contractors.

- Responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- Responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register and asbestos register held in reception and pre contract meetings.
- Responsible for checking method statements and completing relevant risk assessments
- The contact in the first instance for contractors to report concerns.
- Responsible for ensuring the adequate segregation of contractors and students. This is achieved by the area being closed to students or the contractors being authorised to work in a teaching area.
- Responsible for ensuring that there is provision for adequate day to day communication between school and contractors through pre contract meetings.
- Responsible for ensuring adequate provision for facilities for contractors.

3.4 Contractors (management of asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only qualified licensed asbestos contractors can work with asbestos.

3.5 Contractors and Visitors on Site

- All contractors must sign in and out at the school reception and wear a visitor ID badge at ALL times.
- They must inform the site and Health and Safety Advisor of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The rules on selection and use of substances (e.g. less hazardous alternative substances purchased) are used wherever possible.
- The COSHH file is maintained by the Health and Safety Advisor and is available in the main office.
- Total Containment Solutions undertake a yearly check on fume cupboards etc.
- Purchasing policy – individual budget holders purchase COSHH products. The policy is available in the main office.
- All COSHH materials have a safety data sheet
- There is a requirement to carry out risk assessments for tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.
- Budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items
- Staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- Instructions are also given for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year
- Safe storage and transportation of hazardous substances must be adhered to at all times.
- Information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures can be found in the main office

- The Health and Safety Advisor shall advise on the disposal procedures for waste, unwanted or spilt substances.

Radiation

- The curriculum area leader for science is the Radiation Protection Supervisor
- The science teacher is responsible for purchase, transport, storage and use of the equipment and materials which may pose a radiation hazard.
- Fleur Reader is our Radiation protection Officer
- The science department monitor the equipment available.
- The curriculum area leader is responsible for carrying out the risk assessment.
- Records are kept with any relevant code of practice within the science department.

3.7 Defect reporting procedures

- The arrangements for reporting defects on a day-to-day basis are set out in this section.
- Staff report the defect on the clip board in the staff room of the main house the caretaker will add this to his list of jobs to do and the job will be done.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Health and Safety Advisor monitors that the defect has been rectified.

3.8 Display screen equipment (DSE)

- All staff who are classed as DSE "Users" are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members using a display screen equipment including laptops will be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The ICT technician will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- The ICT technician is responsible for ensuring that all DSE equipment is cleaned at least termly

3.9 Electricity at work

- All hardwired equipment is checked every 5 years.
- The Health and Safety Advisor is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances tested (PAT) including microwave leakage testing are carried out annually.
- The PAT Registers are kept in the main office
- All defective equipment should be removed until repaired or replaced.
- Defective equipment should be reported to the Health and Safety Advisor immediately

3.10 Fire Precautions and Emergency Plans

- The Health and Safety Advisor is responsible for undertaking and reviewing the fire risk assessment and emergency plans (including bomb threats/explosion/floods/intruders/dogs in playground).
- The Health and Safety Advisor together with the SLT is responsible for reviewing the procedures for dealing with the worst foreseeable contingency.

- The Health and Safety Advisor is responsible for arrangements for emergency evacuation drills, these drills should take place termly with assembly points on the hard play area to the side of the main house and to the side of the Day nursery bungalow.
- The Health and Safety Advisor together with the caretakers are responsible for inspection and maintenance of fire exits/escape routes.
- The caretakers are responsible for checking and updating the Fire Evacuation Notices.
- The caretakers are responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.
- All staff should receive an induction pack on their first day. This should include a site map and a copy of the Health & Safety Policy.
- The Health and Safety Advisor is responsible for calling the emergency services and coordinating the evacuation together with the Headmaster and caretakers. In his absence the Health and Safety Advisor will be responsible.
- The designated officers are responsible for ensuring all registers are checked.
- The caretakers are responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept (fire precautions manual) in the main office
- Outside approved contractors are responsible for carrying out the six monthly inspections and maintenance of the systems under the supervision of the Health and Safety Advisor.
- Liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency planning Dept. etc. is carried out by the Health and Safety Advisor.

3.11 First Aid and Medication

First Aid

- First aider details are displayed in the medical room and throughout the school.
- All listed first aiders are fully qualified.
- Matron is responsible for checking when staff require refresher training.
- The first aid kits are kept throughout the school in designated areas.
- Matron is responsible for checking and restocking the first aid kits.
- Matron summons ambulances and accompanies students to hospital (if parent/carer is not available)
- Succession planning is always monitored to ensure first aid cover at all times.

Medication

- Medication is administered by Matron in her absence any member of staff who is first aid trained will administer.
- The first aid training covers the administering of instances (e.g. epi-pen, inhalers)
- The safe location (locked) is in the medical room.
- There is a signed consent form which must ALWAYS be signed by the parent / carer.
- If any students have special requirements parents/carers have to instruct Heathfield Knoll School, the request noted and signed by the parent/carer.
- All medication has to be documented by Matron.
- Two members of staff must sign every time

3.12 Health and Safety Advise

Heathfield Knoll School has obtained competent health and safety advice from Hettle Andrews. Matron is responsible for reporting all diseases, injuries and dangerous occurrences to RIDDOR or the HSE.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, trustees and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site (via the staff handbook, specific risk assessments and induction)
- All staff sign to state they have received, read and understood the information.
- The documents are kept in the school main office and displayed on Engage.
- Health & Safety information is included in the staff handbook.
- The Headmaster updates the staff handbook annually or as necessary.
- New information is disseminated by staff briefings/email and via Engage.

Students

- Teachers ensure that students are made aware of existing and new health and safety information via lessons/assemblies.

Visitors / contractors

- The Health and Safety Advisor ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- The information is disseminated verbally and via information held at reception.

Trustees

The Health and Safety Advisor will ensure that trustees are informed of any existing and new health and safety information via the Health and Safety Meetings.

3.14 Kiln

- The art department staff are competent to operate the kiln.
- The risk assessment for the kiln is located in the art department and on the staff share area under Health and Safety file - Risk assessments.
- The firing cycle takes place when necessary and applicable (there is no set pattern)
- The kiln is inspected annually by Celtic.
- The kiln is kept secure to prevent unauthorised access and is free of combustible materials.
- The normal operating procedures are displayed by the kiln.
- The emergency procedures are available in the art department and displayed by the kiln.
- Personal protective equipment e.g. thermal gloves, goggles etc., are provided for all operators.

3.15 Lone working and Personal Safety

- All staff should refer to the Heathfield Knoll School lone working policy.
- Training is given to staff who are expected to work alone.
- Personal safety awareness information is provided/discussed with staff at induction and when required
- Safe working practices/rules for staff who work alone are enforced at Heathfield Knoll School

- The Headmaster /Health and Safety Advisor should be aware of any staff who are lone working.
- Risk assessments carried out and shared with staff

3.16 Maintenance/Inspection of equipment

- Details of what equipment requires periodic inspection, examination, testing are held in the main office.
- The information kept- details the type of and frequency of checks.
- Where applicable specialist outside contractors carry out the checks - e.g. fume cupboards, other extraction systems, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

3.17 Manual handling

- The Health and Safety Advisor will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks
- Training / awareness training is given to applicable staff members.

3.18 Minibuses

- Minibus guidelines are held in the main office
- If a member of staff passed their category B (car) driving test before 01/01/97 they can drive the school minibus as these licenses automatically include category D1 entitlement. If a member of staff passed their category B driving test on or after 01/01/97 they may drive the minibus provided:
 - The member of staff is over 21 and has held a category B license for at least 2 years.
 - All staff must follow the drivers and tachograph rules for road passenger vehicles in the UK and Europe (PSV375) which is available from www.vosa.gov.uk
 - Should the bus break down or is involved in an accident, the contact detailed on the risk assessment should be contacted in the first instance, **(after the emergency services if there has been an accident)**. In the case of an accident all guidance is contained within the critical incident policy.
 - There should be adequate first aid and fire extinguisher provision contained within the minibus.
 - The minibuses will be serviced at regular intervals (records maintained in the main office) and the MOT's carried out annually by an approved garage.
 - All drivers must carry out pre visual checks before driving the minibus and record that this has been done in the records kept in the minibus.

3.19 Monitoring Arrangements

The Health and Safety inspections will be carried out by Hettle Andrews, trustees, Health and Safety Advisor.

The trustees will ensure that regular reports of accidents and dangerous occurrences are provided by the Headmaster and that any necessary alterations to working practices and procedures are implemented.

The trustees recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The trustees will call for annual / termly reports on:

- results of internal or external health and safety inspections;
- accidents/incidents.
- maintenance reports.
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headmaster / Health and Safety Advisor.

To help this process the trustees and Headmaster will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), and any other bona fide health and safety officials.

3.20 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the Health and Safety Advisor carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones will be set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.21 Offsite and Educational Visits

- The school's educational visits co-ordinator (EVC) is the Deputy Head.
- The Headmaster sanctions the visit once the party leader and EVC have completed the necessary arrangements and checks.
- When planning a school trip, there may be a need for pre-site visits.
- The trip leader will carry out risk assessments, before activities take place
- Emergency arrangements, parental authorisation, supervision requirements and first aid provision documents must be kept by the trip leader.
- The school must ensure that there is adequate insurance to the value of £5M

3.22 PE equipment

- Pre-use visual checks are made and recorded by the PE staff
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed /adopted (published 2012)

3.23 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The appropriate line manager in consultation with the member of staff will select the equipment.

3.24 Pond

- Adequate warning signs must be displayed in the pond area.

- Risk Assessment – the site and Health and Safety Advisor carries out the whole school pond risk assessment, with subject leaders carrying out specific risk assessments when activities are planned.
- Maintenance – the caretakers are responsible for all pond maintenance.

3.25 Risk Assessments

- Heathfield Knoll School must undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Health and Safety Advisor is responsible for ensuring risk assessments are undertaken.
- The risk assessor must sign all risk assessments and date it.
- There must be arrangements in place for undertaking special risk assessments (such as new and expectant mothers or care plans for those who have health problems),
- There should be a periodic review of risk assessments, e.g. annually as a minimum.
- Copies of all risk assessments are kept in the staff share area under Health and Safety file -Risk Assessments.
- All risk assessments are shared with the relevant staff they effect.
- Staff must read and understand each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.
- All staff are trained and updated in the completion of risk assessments during termly inset days

3.26 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.27 Sports pitches / playing fields

- The caretakers along with Worcestershire County Council shall maintain the sports pitches/areas.
- The caretakers will carry out daily visual inspections

3.28 Staff Consultation

- Please refer to the general policy statement at the beginning of the health and safety policy
- The health & safety committee meetings shall be held at least termly.
- Staff can raise issues of concern and make suggestions for health and safety improvements via department briefings.
- The Health and Safety Advisor will be responsible for informing and consulting "in good time" with health and safety representatives on:
Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
Appointment of competent persons on site who will comply with health and safety requirements
Risks to employees health and safety and preventative measure
Planning and organising of health and safety training

Introduction of new technology and health and safety consequences

- The health and safety law poster is situated in the staff room and various places throughout the school.

3.29 Stress and Staff Wellbeing

- All staff experiencing problems should refer their concerns to the Headmaster or the Head of Wellbeing.
- The Head of Wellbeing is a member of the senior leadership team.
- Individual stress risk assessments will be carried out by referral to the Occupational Health Service.
- Heathfield Knoll School will follow procedures to obtain health advice, counselling etc. for employees e.g. referral to a Occupational Health Service
- Expectant mothers are encouraged to report as soon as possible and a revised risk assessment should be carried out.
- There are general staff facilities available e.g. staff room, rest rooms etc.

3.30 Training and Development related to Health and Safety

- The Health and Safety Advisor is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- The relevant member of SLT -Head of Wellbeing is responsible for new staff inductions and briefings.
- The Health and Safety Advisor is responsible for establishing minimum health and safety competencies for certain roles (e.g. Health and Safety Advisor, head of department etc).
- The training records are recorded in the school's main office.
- The Health and Safety Advisor is responsible for ensuring staff undertake refresher training.

3.31 Vehicles on Site/car park arrangements

- The Caretaker and Health and Safety Advisor are responsible for management of vehicles on site as follows:
- Restriction on vehicle movement at certain times
- Segregation of large vehicles from pedestrian areas
- Restrictions on reversing vehicles
- Special arrangements for deliveries

All of the above should be detailed in an appropriate risk assessment.

3.32 Violence to Staff / School Security

- The Health and Safety Advisor is responsible for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements).
- There is a requirement for all staff to report all incidents of verbal & physical violence to the Headmaster or on Engage.
- Risk assessments should be carried out for hazardous circumstances.

3.33 Water Hygiene

- Hydro Tec undertake a water inspection quarterly.
- Heathfield Knoll School supports the HSE guidance “The Control of Legionella bacteria in water systems”. The caretakers are responsible for:
 - The water hygiene log book which is kept in the main office.
 - Carrying out water hygiene sampling
 - Site arrangements i.e. automatic flushing systems
 - Maintenance arrangements for air conditioning units, humidifiers etc

3.34 Work experience students

Staff should refer to the work experience coordinator and also to the leaflet INDG364 published by the Health and Safety Executive (a copy is available from the Health and Safety Advisor).

3.35 Working at Height

- All available equipment is stored securely and is only available to adequately trained staff.
- The caretakers will carry out the annual inspections.
- The caretakers will carry out pre use checks and record them.
- The Health and Safety Advisor will carry out risk assessments and will ensure caretakers are aware of the risk assessments.
- Specialist training is required for staff using equipment such as e.g. for ladders / tower scaffolds etc.
- The Health and Safety Advisor will ensure staff using the equipment are wearing appropriate clothing / footwear.
- Contractors when working at height should provide proof that they are adequately trained also.

4. Files available in the Main Office

- COSHH Data
- Electricity
- Water / Legionella
- Asbestos
- Ladder Log
- Display Screen Equipment - Worksheet
- Control of Contractors
- ASA
- Fire Safety