



HALL GREEN SCHOOL

HEALTH & SAFETY POLICY

Adopted:	29 November 2023
Next Review:	November 2026
Governing Committee:	Full Governing Body
Responsibility:	Assistant Headteacher – Health & Safety

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Policy Statement

Hall Green School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Hall Green School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- Having a service level agreement with an external provider (Currently with Consilium Services).

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Hall Green School will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the Senior Leadership Team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, Senior Leadership Team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

It is a requirement of Hall Green School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school.

Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available from the school office with the master copy held by the Assistant Headteacher: Lead for Health and Safety on behalf of the Headteacher and Governing Body.

General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Hall Green School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- Comply with Health and Safety Legislation
- Produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues
- Receive and action regular and routine health and safety reports from the Headteacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- Ensure that the school has access to competent health and safety advice
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget
- Promoting high standards of health and safety within the school.

Headteacher

The Headteacher is responsible for:

- The day-to-day management of health and safety matters in the school in accordance with the health and safety policy
- Ensure health and safety policies, procedures, action plans and a risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place

- Monitoring the purchasing and maintenance of equipment and materials to ensure that it complies with current health and safety standards
- Ensuring that the school meets its obligations under the DFE guidelines document.
- Ensuring appropriate procedures for authorisation of school visits is followed, in consultation with the Educational Visits Co-ordinator.

Note: in the absence of the Headteacher these responsibilities fall to the Deputy Headteacher deputising. The Assistant Headteacher leads on Health and Safety at Hall Green School.

In addition to their statutory duties, Headteachers and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Assistant Headteacher – Lead on Health and Safety

The Assistant Headteacher will:

- Report to the Headteacher and Governors on Health and Safety within school
- Attend appropriate Health and Safety Training Courses to enable her to discharge duties effectively
- Seek specialist advice on health and safety matters where appropriate;
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Ensure departments have the necessary health and safety procedures in place
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Promote health and safety matters throughout the school and assist the Headteacher in the implementation of the School’s Health and Safety Procedures
- Ensure that Health and Safety Handbooks, Asbestos Log and other necessary health and safety records are kept up to date
- Ensure termly health and safety inspections and ensuing follow up action is completed;
- Ensure that all statutory inspections are completed, and records kept
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Ensure that risk assessments are made where appropriate and recorded of all the school’s work activities.

Site Manager

Responsible to the Assistant Headteacher; Lead for Health and Safety for:

- Monitoring contractors and ensuring that only competent contractors are engaged to work on the school site, and they are following school procedures

- Monitoring contractors on site and ensuring they comply with school procedures.
- Completing actions from the termly site inspections and keeping records of repairs and remedial works on site
- Ensuring that all statutory inspections are completed, and records kept
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Keeping an inventory of hazardous substances on site and ensuring necessary paperwork is in place and shared with relevant staff
- Checking and documenting that the working environment is safe; equipment, products and materials are used safely; that they comply with the school's health and safety procedures and that any necessary remedial action is taken.

The Site Manager meets monthly with the Assistant Headteacher: Lead for Health and Safety to report on any health and safety issues within school. Urgent matters are raised as and when needed.

Heads of Department and Managers of other Groups

Heads of Department and Managers are responsible for:

- The day-to-day management of health and safety within their department/area in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Cooperate with the School Governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy
- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

- All staff have a duty of care responsibility to ensure a safe working environment for adults and pupils. Staff remain responsible for the safe use of an area even where a fault has been previously reported
- Reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site.

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

APPENDIX 1

Health and Safety A-Z of arrangements

Accidents

Reporting

All employee accidents and near miss incidents will be reported to the Assistant Headteacher: Lead on Health and Safety wherever practicable within 24 hours of occurrence. If a serious, or urgent requirement for change of practice is clear, the school would report to Consilium (H&S Partners), who would then report the incident to RIDDOR on our behalf.

All pupil accidents that meet the criteria set out in the HSE guidance (EDIS1) are reported to the local authority wherever practicable within 24 hours of occurrence, through Consilium (H&S Partners).

All other pupil incidents will be recorded locally.

Incidents reportable under RIDDOR will be reported in the required time scales.

Accidents, Dangerous Occurrences and Near Miss Reporting and Investigation

Any employee, who witnesses an accident, will make an entry on an accident report form as soon as possible after the event:

Accident report forms are kept by the following people at the location(s) specified:

Location of Accident Forms	Person in Charge of Accident Returns
First Aid	Lead First Aider
Health and Safety	Assistant Headteacher: Lead on Health and Safety

Accident reports should be drawn to the attention of and counter-signed by the Assistant Headteacher. Monthly meetings for H&S are held and each accident report will be discussed and any remedial action as a result will be communicated to the Headteacher and Site Manager.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Investigation

All incidents are investigated proportionately in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues are addressed in a timely manner.

Any relevant learning from investigations is communicated to relevant staff, pupils etc.

Monitoring and review

Accidents and near miss incidents are monitored at least every month in order to identify significant trends. Any major incidents should be reviewed by the Senior Leadership Team as required with information communicated to the governing body.

Asbestos

The school manages any known or presumed asbestos containing materials on site to prevent the exposure to asbestos fibres to all persons that enter onto its premises.

The school has a whole site asbestos management (Type 2) survey from which a local asbestos management plan (LAMP) has been developed.

Six monthly visual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs is addressed as per the procedures detailed in the schools' LAMP.

Prior to any works that will, or have the potential to penetrate or damage the fabric of the building, a refurbishment and demolition (Type 3) survey will be completed in order to undertake a comprehensive assessment of the materials that have the potential to be disturbed prior to any works commencing.

The person responsible for making arrangements for dealing with asbestos in compliance with Government policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Assistant Headteacher: Lead on Health and Safety Site Manager
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Assistant Headteacher: Lead on Health and Safety Site Manager

Audit

The school is audited periodically by commissioned health and safety support services. The school engages with this process as a positive assessment of our health and safety management system and is committed to taking appropriate action to continually improve health and safety across the school.

Consultation and communication

There is an open-door approach to reporting Health and Safety concerns within the school. Health & Safety should be on the agenda for all department and Heads of Department meetings. All information is communicated to staff, pupils, parents and governors through briefings, staff

meetings, letters and emails. We are committed to a robust and open consultation and communication process with staff and staff representatives in order to embed our health and safety arrangements and create a positive health and safety culture; pupils or parents/carers are free to raise any health and safety concerns. Communication of information is clear and concise and where necessary evidenced.

Contractor management

The school complies with the requirements of the CDM regulations relating to the management and control of contractors. The school will ensure that:

- competent contractors are used by verifying:
 - membership of appropriate accreditation schemes such as SSIP, NICEIC, Gasafe, FENSA or other equivalent professional accreditation scheme
 - relevant insurance requirements are in place
 - history of any HSE enforcement action is checked
 - references are obtained if available
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored, and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained.

The school will ensure that all staff, pupils and other users of the site must remain safe for the duration of any works.

The person in control of contractors is:	Site Manager
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Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom and abroad including or not including an overnight stay is:	Headteacher Assistant Headteacher Educational Visits Co-ordinator
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Staff who carry pupils in their own vehicles must obtain Class One insurance cover from their insurers. There is normally no charge for this endorsement.

Staff who carry pupils under the age of 11 years and less than 135 cm tall in their own vehicle should ensure that a suitable child restraint is used. In an emergency e.g. taking a pupil to hospital, it may be inappropriate to wait for such a restraint to be found.

All pupils are required to use any fitted safety restraint. It is legally the responsibility of staff who carry pupils under the age of 14 years to see that they use a safety restraint while the vehicle is in motion.

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Supervisor who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Site Manager
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Hazardous substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Senior Science Technician, Prep Room, Evac Pack
Design and Technology (Materials)	D&T Technician, D&T Office, Evac Pack
Caretaking and Cleaning	Site Manager, Site Supervisor Office, Evac Pack
Catering	Canteen Manager, Canteen Office, Evac Pack

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually and tested by the Local Authority approved contractor is:	Heads of Department Senior Science Technician D&T Technician
The reports will be kept available for inspection by:	Heads of Department Senior Science Technician D&T Technician

Radioactive Sources

The Radiation Protection Supervisor is:	Head of Science
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The location of the following records is:

DFE permission to purchase letter	Science Department
History of the sources	Science Department
Use of log	Science Department
Monitoring/Test records	Science Department
Risk assessments for use	Science Department
LEA Science Code of Practice	Science Department

Defect reporting

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Staff ensure that defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment will be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manager
Defective furniture should be taken out of use immediately and reported to: (Who will arrange for its replacement or repair)	Site Manager

Display screen equipment (DSE)

Staff that use computers are provided with suitable equipment for which to undertake the tasks that they are required to carry out and know how to safely use the equipment. A DSE self-assessment will be initially undertaken; where concerns are identified a detailed assessment will be undertaken and documented, then reviewed at suitable intervals. The schools will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least three yearly, earlier if there are significant changes to equipment/layout individual health.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence, insurance and MOT checks are undertaken and documented.

Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the Local Authority policy.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance, and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	School Finance Administrator- I Sandhu Educational Visits Coordinator (EVC)
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority training is:	School Finance Administrator - I Sandhu Educational Visits Coordinator (EVC)

Educational visits

The schools adopt the National Guidance for the Management of Off-site visits and Learning Outside the Classroom activities. A school specific Educational Visits Policy details our local arrangements.

Electrical systems and equipment

The school maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner. General normal risk portable electric appliances have a PAT carried out by a competent and trained member of staff or a contractor with records maintained. Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing are:	Site Manager
Staff must not bring onto the premises any portable appliances unless they have been authorised and the appliances have been portable	Site Manager

appliance tested. The person responsible for authorising their use on the premises is:	
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Fire and emergencies

The school is committed to providing a safe environment for both staff and pupils. The school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed, given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

Fire and Emergencies which require Evacuation

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations: Staff Handbook and in every room.

Person responsible for reviewing Fire and Emergencies procedures annually	Assistant Headteacher: Lead for Health and Safety
The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Assistant Headteacher: Lead for Health and Safety Site Manager
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Emergency Evacuation Pack – School Exams Office and Headteacher’s Office
	Second Copy Assistant Headteacher: Lead for Health and Safety’s Office
	Third Copy Site Manager’s Office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Assistant Headteacher: Lead for Health and Safety

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Manager Office	Site Manager
Emergency Lighting System	Site Manager Office	Site Manager
Smoke Detection System	Site Manager Office	Site Manager

The person responsible for carrying out a monthly visual inspection of all emergency fire-fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Carried out by: Site Team Reported to: Assistant Headteacher: Lead for Health and Safety Headteacher
The approved contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Chubb

First aid

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads. The school ensures that:

- a first aid risk assessment has been completed and is reviewed annually or before if required.
- an adequate number of staff are trained in the provision of first aid to facilitate both on and off-site activities with training updated as required
- first aid provided is recorded in line with current standards
- a suitable number of first aid boxes/bags are available and adequately stocked
- all staff know where to obtain first aid support.

The following employees are trained aiders, qualified in Emergency First Aid at Work:

Adrian Adams	Katie Garner	Andy Cook	Shelley Paxton-Gault
Jasmeen Akhtar	Palminster Gosal	Yasin Khan	Maariyah Qureshi
Bilhar Biling	Neilam Jassell	Simon Lamba	Hannah Reed
John Sheard	Sheila Souakri	Cathryn O'Neill	Michelle Homer
Emma Smith	David Sutheran	Victoria Webster	Zoe Matthews
Teresa Smith	Sanae Taybi	Ben White	Sue Miller

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
PA1 (Fitness Room), R2, R4, Medical Room, Science Prep Rooms, R20, R22, R23, R30 PE Office, Design and Technology Block (PD1 and PD2), D1, Dolphin block Science Prep Room, and D7, Main School Office	First Aid Room

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box:	Medical Room– bottom unlocked drawer of filing cabinet
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A termly check on the location and contents of all first aid boxes will be made by:	Lead First Aider
Use of first aid materials and deficiencies should be reported to:	Lead First Aider
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Heartlands Hospital 999 or 0121 424 2000

The school has three heart defibrillators (AEDs), for use in emergency. They are located in:

- The medical Room
- The D4 Meeting Room
- Outside in a case, mounted on the wall by the Site Manager’s Office

Infection control

The school contract staff to clean the premises to maintain a clean, safe and healthy environment. Staff are required to maintain high standards of personal hygiene and to encourage and supervise as necessary the personal hygiene standards of pupils.

The HPA’s guidance on managing infectious diseases within childcare settings is followed. Bodily fluids are cleaned up in a timely manner using appropriate cleaning substances (as appropriate sodium hypochlorite can be used). Staff are provided with disposable gloves and aprons for cleaning up potentially infectious or offensive materials.

The Site Manager is to check with Accuro (Cleaning Contractors) that these guidelines are being followed by the cleaning team.

Moving and handling

Within school, there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or replaced.

- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling tasks being restricted.
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Plant and Equipment

Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager
Person(s) authorised to operate and use are:	Site Manager/Site Team

Catering Equipment (e.g. Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Canteen Manager (employed by catering contractors)
Person(s) authorised to operate and use is/are:	Trained canteen staff (employed by catering contractors)

Design and Technology Equipment (Resistant and Compliant Materials and Food Technology)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of D&T Department D&T Technician
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of D&T Department D&T Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head D&T Department D&T Technician D&T Staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Head D&T Department D&T Technician

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of PE Department
Person(s) responsible for daily visual inspection is/are:	PE Staff

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The person responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:

Science	Senior Science Technician
Design and Technology	D&T Technician
Caretaking and Cleaning	Site Manager
Catering	Canteen Manager (employed by catering contractors)

Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Within the school, various people are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant, prior to sign off.

The persons responsible for carrying out a general survey of the school's work activities including extra-curricular activities.	Assistant Headteacher: Lead for Health and Safety
Work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated is:	Assistant Headteacher: lead for Health and Safety Site Manager

Smoking

Smoking is prohibited on school premises.

When off site, employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including employees, pupils, parents and other visitors.

Statutory inspections

The school ensures that statutory inspections are undertaken at required intervals for all plant and equipment as required. A schedule detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is available and this is monitored by the Assistant Headteacher: Lead for Health and Safety.

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	Shed area inside front gate
Electricity	Alarm Room
Gas	Shed area

Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Manager Assistant Headteacher: Lead for Health and Safety The Headteacher
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Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	Site Manager and Site team
The person(s) who has/have been trained to deal safely with burglar alarm call out is/are:	Site Manager and Site Team

Water Management

The school will ensure Legionella is managed by appointing a competent contractor to carry out the necessary inspection, monitoring and maintenance.

Risk assessment is carried out by	Severn Trent
Regular monitoring is carried out by	Severn Trent
Weekly Flushing is carried out by	Site Team

Records are held by the Site Manager

Work related violence

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where there is a foreseeable risk of violent and/or aggressive behaviour, a specific risk assessment relating to the individual circumstances will be developed. In addition to the control measures identified in each site-specific violence and assaults risk assessment and/or lone working risk assessment, the following procedures are in place:

- training provided on how to manage conflict and aggression
- staff informed to avoid confrontation if possible
- if a meeting has been identified as a potential risk, staff should discuss with their line manager to make suitable arrangements and avoid any lone meetings.
- staff advised to withdraw from situations if safe to do so and seek support
- in meetings, if possible, seating to be arranged so that a clear escape route is always available
- staff informed to follow measures/procedures identified in violence and assaults risk assessment.
- as appropriate the emergency services to be contacted
- staff instructed to inform the Headteacher or a member of the senior management team if confrontation has taken place.
- Headteacher or member of the senior leadership team to attend site on being informed, if considered necessary
- assaults/incidents to be reported as per reporting procedures
- individuals to be debriefed and supported by the school following any incident.
- violence and assaults risk assessment and any other relevant procedures to be reviewed following any incident.
- counselling/support to be offered to staff.

Visitors

<p>On arrival all visitors should report to: Where they will be issued with:</p> <ul style="list-style-type: none"> • an identification badge • They will sign in using the InVentry System • a copy of the safeguarding advice and health and safety leaflet (including details of Asbestos). 	<p>Receptionist</p>
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All employees seeing an unidentified person should contact the Main School Office or Senior member of Staff immediately.

Waste Management

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

<p>The person who should be contacted if circulation routes are obstructed by rubbish is:</p>	<p>Site Manager</p>
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (Who will arrange for its safe disposal)	Site Manager
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Workplace inspections

The school recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working end educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the schools' defect reporting procedure.

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Assistant Headteacher: Lead for Health and Safety Site Manager
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Working at height

The school uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works. The school ensures that:

- working at height is avoided where possible
- if it cannot be avoided, working at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific working at height tasks have received appropriate training and training records are maintained
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks; these may result in some working at height tasks being restricted.
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

For all other Health and Safety matters, please refer to the following policies, available in the Bursar's office or in the Policy Documents Folder in the staff Common area on the school network:

- Health and Safety Policies for the following Departments: 2023
PE, Science, D&T (to include Food), Art, Linc

- Fire Safety and Evacuation 2023
- Risk Assessments: 2023
PE and Science, LINC, D&T and Art
- Safeguarding Policy and Procedures (keeping children safe in education) 2023
- Hall Green School Guidance for Pupil users of the School Network 2023
- Staff Handbook 2023.