

Draft



Health & Safety Policy

Prepared for Governors by Sam Fuell / Sally Feltham

For consideration by Board of Governors: December 2023

To be ratified by Board of Governors: January 2024

(reviewed annually)

Statement of Intent

- 1.1. Our policy is to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, H&S Consultants, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health & Safety Policy aims.
- 1.2. Our aims are to:
 - Maintain control of Health & Safety risks arising from our activities
 - Comply with statutory requirements as a minimum standard of safety
 - Consult with all staff on matters affecting their health, safety & welfare
 - Provide and maintain safe plant and equipment
 - Ensure safe handling, storage and use of substances
 - Provide appropriate information, instruction and supervision for staff/students/visitors
 - Ensure staff are suitably trained and competent to do their work safely
 - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
 - Provide & maintain a safe and healthy working environment ensuring the welfare of all persons
 - Assess risks, record significant findings and monitor safety arrangements
 - Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

Organisation

Employer Responsibility

- 2.1 The overall responsibility for Health & Safety at Priestlands School is held by the Board of Governors and shared with the Headteacher who will:
 - Ensure that Health & Safety has a high profile
 - Ensure adequate resources for Health & Safety are made available
 - Ensure staff are consulted regarding suitable health & safety arrangements
 - Periodically monitor and review Health & Safety arrangements

Headteacher

- 2.2 The Headteacher for the premises will act to:
 - Develop a safety culture throughout the school
 - Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
 - Assess and control risk as part of the day-to-day management of the school
 - Ensure staff are aware of their responsibilities
 - Ensure a safe & healthy environment & provide suitable welfare facilities
 - Make operational decisions regarding health & safety
 - Ensure periodic safety tours and inspections are carried out
 - Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
 - Ensure staff are aware of their health & safety responsibilities
 - Periodically update governors and partners as appropriate
 - Produce, monitor & review local safety policies & procedures
 - Monitor and review the Health & Safety policy annually

Deputy Headteachers

- 2.3 In the absence of the Headteacher, the Deputy Headteachers are responsible for the application of this policy.

Business Manager

- 2.4 The Business Manager has overall delegated responsibility for all HSE aspect of the school, including maintaining and updating fire procedures. They will ensure that the Fire Safety Co-ordinator and Site Team fulfil their roles and all relevant paperwork is available for staff and governors.
- 2.5 The Business Manager will ensure all new staff receive induction training which includes Health & Safety and fire procedures. This is also included in the revised staff handbook that is distributed at the start of every new academic year.
- 2.6 The Business Manager will ensure that new hirers receive adequate induction information

All Staff (including volunteers)

- 2.7 All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:
- Supporting the school's health & safety arrangements
 - Ensuring their own work area & practices remain safe at all times
 - Not interfering with health & safety arrangements or misusing equipment
 - Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
 - Being alert to hazards at all times and reporting any safety concerns to their staff representative or other appropriate person immediately
 - Reporting any incident that has led, or could have led, to damage or injury
 - Not acting or omitting to act in any way that may cause harm or ill-health to others
 - Assisting in investigations due to accidents, dangerous occurrences or near-misses
 - Taking reasonable care of their own Health & Safety and that of others by what they do or do not do.
 - Complying with the risk assessment for working at heights.
 - Signing the asbestos register if working with asbestos.
 - Not lifting heavy items unless they have been appropriately trained – assistance must be sought from the Site Team
 - Challenging any visitors not wearing a visitor's badge and ensuring they sign in at reception.
 - Wear appropriate foot wear and PPE where there is a need.

Site Manager and Caretakers

- 2.8 The Site Manager and Caretakers are responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher/Business Manager/Facilities Co-ordinator and/or the school's H & S Consultant as required.
- 2.9 The Site Manager will be responsible for the following:
- Regularly checking the buildings and grounds and attending to defects according to the level of risk;
 - Safe operation of the heating system.
 - Ensuring that portable fire safety equipment, emergency lighting, fire doors & the fire alarm system are tested at appropriate frequency and outcomes recorded.
 - Regularly checking the condition of floors and stairs.
 - Ensuring the Asbestos Register is kept up to date, including staff signing the register

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- Ensuring procedures are followed regarding Legionella, including completion of risk assessments
- Glazing risk assessments
- Hot surfaces/hot water risk assessments

Health & Safety (Facilities) Co-ordinator (reference throughout this document will refer to Facilities Co-ordinator which includes H & S)

- 2.10 The Facilities Co-ordinator will manage, advise and co-ordinate local health & safety matters on behalf of, and under the direction of, the Headteacher. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher, Business Manager and/or the school's H&S Consultant as required.
- 2.11 The Facilities Co-ordinator will be responsible for maintaining the Health & Safety notice board in the staff room and folders contained within the staff intranet under School Pool\Staff Literature\Health & Safety
- 2.12 The Facilities Co-ordinator is responsible for ensuring the 3 year diary and training plan are maintained
- 2.13 The Facilities Co-ordinator is responsible for completing PEEPS for site users where required
- 2.14 The Facilities Co-ordinator is responsible for ensuring machinery and equipment is serviced and maintained according to the schedule
- 2.15 The Facilities Co-ordinator will also be responsible for Risk Assessments, COSHH and DSE checks.

Fire Safety Co-ordinator

- 2.16 On behalf of the Headteacher, the Facilities Co-ordinator (Business Manager in absence of Facilities Co-ordinator) will be the fire safety co-ordinator and the competent person for fire safety.
- 2.17 They are to attend an appropriate fire safety training course and refresh this training every three years or as required. The fire safety co-ordinator will be responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.
- 2.18 The Fire Safety co-ordinator will be responsible for arranging and monitoring of periodic evacuation drills. They will also prepare the fire drill report for dissemination to SLT and governors.
- 2.19 The fire safety co-ordinator will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the school's H & S Consultant as required

Heads of Department

- 2.20 Heads of Department will be responsible for the implementation of this policy in their subject areas
- 2.21 Heads of Department will be responsible for the day-to-day local management of health and safety within their subject area, acting on behalf of the Headteacher.
- 2.22 Heads of Department will ensure that staff are provided with adequate safety information.
- 2.23 Heads of Department will manage all integral and specific risks relating to the subject area's functions.
- 2.24 Heads of Department will ensure the subject area complies with overall school policies and procedures; that all activities are periodically risk assessed; that periodic inspections are carried out and that necessary controls are implemented.
- 2.25 Heads of Department will ensure they write procedures for the use of hazardous equipment and that warning notices are posted and kept in good order.

- 2.26 Heads of Department will make inspections to ensure safety equipment, such as aprons, gloves, trolleys, goggles etc, and are in a suitable condition for use

Class Teachers & Classroom based support staff

- 2.27 Under the Health & Safety at Work Act 1974, teachers & classroom-based support staff have a duty to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts and omissions.
- 2.28 All teaching staff must be aware of the safety precautions necessary for the equipment under their care and chemicals used within their teaching areas.
- 2.29 Teachers must ensure that protective clothing for both staff and students is available and used whilst activities are in progress which, by their nature, present a foreseeable hazard.

Premises, Health & Safety Committee

- 2.30 The Board of Governors will nominate at least one governors to attend Health & Safety meetings and report back to the Board of Governors. Head Teacher or Business Manager will chair this committee. Staff will nominate a Safety Representative from their number to attend Health & Safety Meetings.
- 2.31 The purpose of the H&S Meeting is to assist in the assessment of safety-related matters and provide appropriate support to the Headteacher. The meeting is to be held at least once every term to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Minutes of the meeting will be taken and shared with the BOG. Governors will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- 2.32 The H&S Meeting will consist of at least one governors, Business Manager, Head Teacher, Site Manager, Staff H & S Representative and Facilities Co-ordinator.

Health & Safety Representatives

- 2.33 It will be necessary to allow Safety Representatives time to carry out their duties. These include routine safety tours and investigations into any accident or incident which has the potential to cause injury.
- 2.34 When possible, safety tours will be conducted jointly with members of the Senior Team and interested School Governors. These tours will be logged in order to demonstrate a regular inspection of the school.
- 2.35 The H&S representatives (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They will be expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person

- 2.36 The Site Manager will be the nominated competent person for Legionella and will act on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They will attend training at intervals not exceeding three years and retain all training records.
- 2.37 The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and HSG274.
- 2.38 The Legionella competent person will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They will work within their level

of competence and seek appropriate guidance and direction from the Headteacher and/or the school's H&S Consultant as required.

Asbestos Competent Person

- 2.39 The Site Manger is the nominated competent person for asbestos and will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. They will attend training at intervals not exceeding three years and retain all training records.
- 2.40 The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements.
- 2.41 They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the school's H&S Consultant as required.

Accident Investigator

- 2.42 The on-site trained accident investigator will be the Facilities Co-ordinator who will lead on all accident investigations. They may call upon the H & S Representative to assist in such investigations.

Health & Safety Assistance & Advice

- 2.43 The appointed Health & Safety Consultancy Company will be the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the consultancy company must be sought

The Educational Visits Coordinator

- 2.44 The EVC will ensure all staff receive induction training on the procedures relating to educational visits. Staff will comply with the schools Educational visits policy.
- 2.45 The EVC will update processes and procedures relating to educational/offsite visits. They will ensure that Risk assessments are completed where needed, these can include behavior or be related to the activity.

Students

- 2.46 Students will observe safety rules and procedures and follow instructions from staff.

Visitors/Contractors

- 2.47 Visitors/Contractors will ensure they sign in at Reception and comply with procedures outlined in visitor or contractor information handouts which also includes a separate handout on child protection. Contractors will also sign to confirm that they have read all handouts.
- 2.48 Contactors are responsible for ensuring that they comply with the 3.77 of this policy and also read the H & S handout relating to waste management. Contractors are also required to remove from site and appropriately dispose of their own waste material.

Reception Staff

- 2.49 Reception staff will ensure that all visitors/contractors are given the appropriate information when they sign in. Reception staff will ensure that all visitors are instructed to wear a visitors badge at all times and have read the handouts from reception

The First Aid team

2.50 The FA team will be the contact for health matters to staff and students at the school. They will also be responsible for ensuring first aid boxes are maintained and medical information for school trips is provided. They will maintain the database for accident/incident reporting and will ensure the appropriate forms are completed. They may investigate the background to an accident for discussion and action by the accident investigator for the school. All accidents / incidents will be reported to the Facilities Coordinator for review at H&S, and reported to board of Governors.

Governance Professional

2.51 The Governance Professional will:-

- provide the administration for policies and ensure the website is updated.
- ensure that discussion items relating to H & S are included on meeting agendas
- provide the administration relating to site inspections

Premier Fire Security

2.52 Premier Fire are responsible for the installation and maintenance of fire alarm systems, intruder alarm systems, CCTV systems, emergency lighting and fire extinguishers.

Wings

2.53 Wings Technical Services supply our facilities management needs to ensure that the upkeep and appearance of our buildings are fully maintained. This includes plant and boiler maintenance, heating ventilation and air conditioning (HVAC) applications, electrical services and water hygiene services.

Catering

2.54 The catering manager is responsible for the day-to-day catering services and will:-

- Implement improvements to comply with current legislation and be aware of quality standards and ensure compliance.
- Oversee the management and training of catering team.
- Ensure hygiene standards are adhered to and compliance with H&S requirements.
- Monitor food quality control.
- Ensure the catering team know and understand how to use all fire safety equipment in the kitchen.

Cleaning

2.55 We have external cleaners at the school and they are responsible for safely delivery cleaning before and after school.

Arrangements (all policies can be found at <https://www.priestlands.hants.sch.uk/Policies>)

3.1 General arrangements can be summarised as follows:

- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a healthy and safe working environment with adequate welfare facilities
- Providing a system for rapidly identifying and effectively dealing with hazards

3.2 Implementing control measures to reduce risks to as low as reasonably practicable

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- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort
- 3.3 All personnel have a statutory duty to co-operate in fulfilling the objectives of Priestlands School as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.
- 3.4 Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery

Accident Reporting and Investigation

- 3.5 Any accident or injury to a staff member, visitor or contractor is to be immediately reported to First Aid who will enter the details onto the accident/investigation form for staff, visitors and contractors saved in School Pool/Front Office/Welfare. First Aid must discuss any reportable accidents with the Facilities Co-ordinator who will determine (using an action flow-chart) if the accident should be reported to the Health & Safety Executive under RIDDOR requirements
- 3.6 Any accidents or injury to students requiring treatment will be recorded on the accident/investigation form for students saved in School Pool/Front Office/Welfare. First Aid must discuss any reportable accidents with the Facilities Co-ordinator who will determine (using an action flow-chart) if the accident should be reported to the Health & Safety Executive under RIDDOR requirements
- 3.7 The Headteacher will ensure that the Board of Governors is informed of all accidents of a serious nature and dangerous occurrences.
- 3.8 The Facilities Co-ordinator will be responsible for producing periodic reports that will satisfy this requirement.
- 3.9 The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the school's H&S Consultant and reported using the HSE's online RIDDOR (F2508) reporting system
- 3.10 All significant accidents or incidents and near-misses are to be reported to the Headteacher. A documented investigation into the incident is always to be carried out in order to identify the cause of the accident and to implement measures to prevent reoccurrence. Such an investigation will be carried out by a trained Accident Investigator. Investigations are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum. Contractors must report any accidents to the Headteacher.
- 3.11 Premises hirers and community/extended service/third party users must report all incidents and near misses related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. Premises hirers will be given a copy of the school's Lettings Policy

Supporting Pupils with Medical needs

- 3.12 The school's procedure for the administration of medicine is contained within Supporting Students with Medical Needs Policy.

Asbestos Management

- 3.13 Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located in the Main Reception Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

- 3.14 The asbestos competent person, will carry out annual inspections of all asbestos and record findings in the register, if it is found that any asbestos has been damaged the area will be cordoned off and an external contractor will be contacted.
- 3.15 Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.
- 3.16 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the Site Manager who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and/or Site Manager
- 3.17 The Asbestos Management Register will be updated by an external contractor every three years.

Break / Lunch Duties

- 3.18 Break and lunch duties are covered by members of teaching and support staff, and split into areas which are management. SLT check areas to ensure they are covered and that everything is under control, and are always on call to support in cases of emergency. CCTV is also in operation across the school site to assist in any investigations.

Child Protection

- 3.19 Arrangements regarding child protection are set out in the Safeguarding & Child Protection Policies.

Contractors

- 3.20 Contractors will report to Reception upon arrival and departure
- 3.21 The site manager will ensure that contractors are appropriately supervised at all times. The level of supervision will depend on the type of work, levels of perceived risk and length of time that the work will take to complete
- 3.22 Contractors will meet with the the facilities coordinator and be provided with a health & safety leaflet detailing fire evacuation procedures prior to them commencing their work
- 3.23 Contractors must comply with the school's safety policies and safe working procedures
- 3.24 Contractors must report any breaches of safety to the Site Manager, Facilities Co-ordinator, Business Manager or Headteacher at the earliest opportunity
- 3.25 The Headteacher will ensure that an identified member of staff liaises with contractors working on site so that normal Health & Safety provisions are not compromised at these times and agreement should be reached regarding the safety procedures for the duration of the contract or service visit.
- 3.26 Contractors will be responsible for ensuring they work in a safe manner and comply with school procedures, including evacuation procedures.
- 3.27 Contractors will be responsible for completing the Asbestos register if appropriate.
- 3.28 Contractor risk assessments, COSHH & safe working systems will be inspected prior to work commencing by the Facilities Co-ordinator.

Defective Equipment

- 3.29 Any member of staff identifying or suspecting a piece of equipment to be defective must:
- report the defect to the Site Team by email to site@priestlands.hants.sch.uk who will:-
 - clearly mark the equipment as faulty; and
 - remove it from use immediately

3.30 The member of the site team responding to the report will enter details in the on-site Maintenance Defect Log Book.

Display Screen Equipment

3.31 All DSE Users must complete 3 yearly workstation assessment and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding two years. DSE training for all staff will be provided at intervals of not more than two years. New staff are required to complete an assessment during the first term of employment. A user list and register is maintained by the Facilities Co-ordinator

Electrical Equipment

3.32 Only authorised and qualified personnel are to install, repair or attempt to repair electrical equipment

3.33 Where 13-amp sockets are in use, only one plug per socket is permitted

3.34 The use of “solid block” multi-plugs is not permitted

3.35 Protective outer sleeves of electrical cables are to be firmly secured within the plug

3.36 Any member of staff noticing that the outer sleeve is not secure within a plug and that a wire is visible must report the matter to the site team.

3.37 The member of the site team responding to the report will ensure that a qualified person is contacted to rewire the plug correctly.

3.38 All electrical equipment (with the exception of computers and hand dryers) including new items must be tested annually by the school’s in-house PAT tester or an approval external provider

3.39 Private electrical equipment must not be used unless it has been PAT-tested in school.

3.40 Computer leads will be PAT tested every three years. All other computer equipment will be visually inspected every two years and a record maintained.

3.41 The school will arrange for a full electrical survey every five years through the property services SLA provider

Emergency Provision

3.42 Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required.

3.43 The names & locations of the First Aiders are displayed in each building

3.44 The administrative team will locate the nearest first aider in an emergency

3.45 First aid must not to be administered by anyone except first aid trained (in date) staff

3.46 First Aid trained staff will receive refresher training every three years

3.47 Emergency evacuation will be carried out in accordance with the school’s emergency evacuation plan

3.48 Personal Emergency Evacuation Plans (PEEPS) are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency. The Duty First Aider will liaise with the Facilities Co-ordinator to advise when an assessment is required. The Facilities Co-ordinator is responsible for completing PEEPS.

3.49 The School also has an Emergency and Disaster Recovery policy.

Fire Safety

3.50 The Headteacher will ensure, through the fire safety co-ordinator, that fire procedures will be available in the Staff Information Handbook. The Headteacher will update and issue this to all

staff at the start of each academic year and ensure that it includes information on evacuation routes and clearly identified assembly points.

- 3.51 Staff will be responsible for ensuring they read the handbook and know the location of fire points, fire exits and assembly points.
- 3.52 All staff will complete fire safety training at intervals not exceeding three years. This will be arranged in conjunction with the school's H & S Consultant
- 3.53 The Business Manager will provide fire safety information to all staff at induction and The Fire Safety Co-ordinator will ensure that staff are updated with changes
- 3.54 The fire safety co-ordinator will post fire safety notices in key areas of the building close to the fire points
- 3.55 All staff will be familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- 3.56 Fire evacuation procedures, fire safety training and fire alarm testing will be carried out in accordance with corporate guidance and the premises fire safety manual
- 3.57 The fire risk assessment will be reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified. The review process will be documented to demonstrate compliance. A full risk assessment by an external body will be carried out every three years.
- 3.58 Fire Marshalls, Site Team and Technicians will be fire extinguisher trained
- 3.59 Fire drill reports will be completed by the Facilities Co-ordinator and shared with SLT and Board of Governors.
- 3.60 The Facilities Co-ordinator or Site Manager will carry out all routine weekly / monthly fire safety checks and record them in the fire safety log book.

First Aid

- 3.61 The school's First Aid Policy can be found on the school website
- 3.62 The School First Aiders will be responsible for ensuring that First Aid bags are well stocked.
- 3.63 The reporting procedure must be strictly adhered to
- 3.64 All students seen by First Aid team will be added to FA Attendance Log found in school pool/front office/welfare. This log represents a chronological list of all pupils seen
- 3.65 A list of staff trained in first aid will be published to all departments and will be available on the staff intranet under School Pool/Staff Literature/Health & Safety/First Aid. The list will also be available in each building and on the Health & Safety Notice Board in the Staff Room.
- 3.66 The school has ~~two~~ **four** defibrillators on site. **Locates of the Defibs are as followed:- Main School Reception, Entrance of PAC, Sports Hall, Coach House (Site Office) One is located in the main school office the other is inside the entrance of the PAC.** Any member of staff can use them in the event of an emergency using the easy to understand instructions given by the device itself.

Food Preparation Area (School Kitchen)

- 3.67 Only authorised staff will be allowed access to the school's kitchen area
- 3.68 Permission for access must be sought from the kitchen manager, Business Manager or Headteacher
- 3.69 All catering staff are employed directly by Priestlands School. They must operate within the requirements of the Food Standards Act 1990 and Food Hygiene Regulations 2006 and follow the Food Standards Agency and HC3S guidance

3.70 Priestlands School are responsible for delivering training to catering staff directly employed by them.

3.71 The equipment in the kitchen is maintained and expected every year by an external provider.

Food Preparation Area (Food Technology)

3.72 Only staff with a Level 2 Food Hygiene Certificate or qualified teachers are able to use the food technology classrooms

3.73 Permission for access must be sought from the Headteacher or Business Manager

3.74 Staff should read and understand further guidance which is available through the National Union of Teachers "NUT Guidance on Standards for Food Safety in Schools"

Footwear

3.75 Staff are required to read the statement in the staff handbook on dress code. In particular, staff are advised that footwear must be smart, sensible, enclosed and appropriate for the task (ie no flip flops or shoes with open heels). Staff must be wearing covered flat shoes if using steps or working at height.

General Equipment

3.76 All general equipment requiring statutory inspection and/or testing on site (eg. boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors or as locally arranged.

Good Housekeeping

3.77 Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Staff will adhere to the following to at all times:

- Keep corridors and passageways free from obstruction
- Keep work areas tidy at all times
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Place heavy items on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Store supplies in the correct location
- Remove rubbish and litter at the end of each working day

Hazardous Substances (COSHH & CLP)

3.78 The premises COSHH assessor acting on behalf of the Headteacher is the Senior Science Technician. They will ensure that the school is compliant including CLP (classification labelling and packaging) and will ensure data sheets are dated post 1 June 2012

3.79 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher or COSHH assessor.

3.80 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

3.81 Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. No new materials or chemical substances are to be brought into use unless a COSHH/CLP assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Headteacher or COSHH assessor.

- 3.82 All hazardous substances are to be stored in a secure cupboard with appropriate signage which must remain locked at all times. Cupboards are found Coach House, Site Team Garage, Walled Garden, Science Prep, Art, Drama Office

Hazardous Waste

- 3.83 Clinical waste units are provided and are on contract with a registered provider
- 3.84 Hazardous waste is stored securely in a locked store next to the main building boiler room. Electrical items, fluorescent tubes, batteries etc. are collected monthly by a registered provider.

Hot drinks

- 3.85 No staff, Student, visitor or contractor is permitted to walk around the school with an open cup/mug containing hot liquids. Silicone lids for cups/mugs are provided and must be used by staff when carrying them around the school. This also applies to before and after school events.

Inspections and Monitoring

- 3.86 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported via email to the Site Team who will keep a log of defects/concerns raised and action taken (site@priestlands.hants.sch.uk)
- 3.87 Planned inspections of the premises will be carried out with governors in accordance with the BoG meeting and walkabout schedule. Inspection findings are to be recorded as an action plan and will be an agenda item at H & S Meetings and the next available Board of Governors Meeting as part of the H & S portfolio.
- 3.88 The governor lead for H & S and the Facilities Co-ordinator meet at regular intervals (at least once a term) to monitor and discuss on-site health and safety performance.
- 3.89 The Governing Body will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- 3.90 The governor and headteacher meet every term to review the effectiveness of the health and safety provision in the school.
- 3.91 The Site Manager and/or Facilities Co-ordinator will be present for all site tours and will ensure defects identified during these routine documented inspections are immediately actioned. Any identified high level risks or safety management concerns will be brought to the attention of the Headteacher by either the Site Manager or Business Manager.
- 3.92 The Facilities Coordinator will ensure that the action plan is produced after each site tour and shared with governors at the next Health & Safety Meeting
- 3.93 The Facilities Coordinator will ensure that items from all action plan are transferred to the centralised H & S Action Plan for discussion with the governor who has responsibility for the H & S portfolio who will feed back to the Board of Governors at the next available meeting.
- 3.94 Periodic detailed inspections of the premises' safety management system will be carried out every year by members of the Board of Governors with assistance from the Facilities Co-ordinator. These documented inspections will examine all areas of the safety management system

Ladder Inspections

- 3.95 These will be carried out on a six monthly basis by the site team and records will be maintained showing defects and action taken to address defects. Ladder risk assessments are part of working at height risk assessments which are also followed,

Legionella Safety

3.96 All procedures to prevent an outbreak of Legionnaires Disease are laid down in the Legionella written scheme of work and should be followed at all times. Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Legionella ACOP and HSG274 . Records of all related training, flushing, temperature monitoring, cleaning & defects will be retained for auditing purposes.

3.97 The Site Manager will ensure:

- Water sources are flushed through on a weekly regularly
- Temperature tests are conducted on a monthly basis and results recorded
- Risk assessments are completed
- Shower heads are dismantled and cleaned on a six weekly three monthly rotation
- A written scheme/management plan is prepared and regularly reviewed by the Facilities Co-ordinator

Lettings

3.98 The Headteacher, Business Manager, Site Manager or other designated personnel will ensure that:

- Third parties operate under hire agreements
- A copy of the school's Lettings Policy is provided
- The premises is safe for use and is subject to an inspection schedule regularly
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Lockdown Procedures

3.99 The school has developed a lockdown procedure to be followed if there were serious security risks on the premises due to, for example:

- nearby chemical spillage
- proximity of a dangerous animal
- serious weather conditions
- attempted access by an intruder or other dangerous individual

Due to the nature of this type of incident it is unlikely that a full evacuation of the building would be advisable due to the potential for panic. Staff are required to familiarise themselves with the procedures contained within the staff handbook. They members of staff offsite during a lockdown will be contacted via Group call message, informing them to stay away until safe to return.

Lone Working

3.100 All lone working is to be approved by the Headteacher and carried out in accordance with the measures laid out in the school's Security & Safety Policy.

3.101 The buildings will be on keypad during school holidays

3.102 Staff should check the identity of visitors/contractors prior to allowing access to school buildings

3.103 Staff must use the signing-in/out book during school holidays

3.104 Staff must not use any equipment, work with dangerous chemicals or work at height during periods of lone working

3.105 Staff will carry a walkie talkie if they are working in a building on their own during school holidays to ensure they are able to call for help in an emergency.

Minibuses

- 3.106 Priestlands School is responsible for the operation and maintenance of minibuses in accordance with the school minibus policy.
- 3.107 All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

Moving & Handling

- 3.108 All staff must complete moving & handling training at periods not exceeding three years. This training is delivered by the school's H & S Consultant. Staff are not permitted to handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.
- 3.109 Any significant moving and handling tasks will be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.
- 3.110 The Site Manager, Caretakers, ICT, Kitchen, PE & Technology & Art Technicians will undertake regular physical work which would typically include significant moving and handling, so therefore they must attend formal moving and handling courses specific to their work requirements.

Near Miss reporting

- 3.111 The Facilities Co-ordinator is responsible for reporting near miss incidents to governors and for maintaining a register.
- 3.112 Staff need to email the Facilities Co-ordinator all near misses, to ensure they are included on the near miss register. Staff will be reminded to do so at intervals via the staff bulletin.

Off-site Activities

- 3.113 The Business Manager and the Facilities Co-ordinator are both qualified as Educational Visits Co-ordinators (EVC) and will offer training to staff when required. Although Priestlands School is an academy, it subscribes to Hampshire County Council's SLA and therefore arrangements regarding off-site activities will be managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

PAT Testing

- 3.114 PAT Testing will be carried out annually by school staff who are in receipt of the appropriate qualification or by qualified external providers
- 3.115 The Facilities Co-ordinator will keep a staff training record and arrange refresher training as appropriate
- 3.116 Computer leads and IT equipment and hand dryers will be either PAT tested and visually inspected every three years. Hoopers carry out the PAT testing in the DT, Science and the kitchen, fixed and portable

Personal Emergency Evacuation Plan (PEEPS)

- 3.117 PEEPs are to be provided for those staff and students who are considered vulnerable i.e. wheelchair users; individuals with walking difficulties such as use of crutches or temporary cast or boot fitted. The Facilities Co-ordinator will liaise with Duty First Aider, SENCo and Head of Year to risk assess the situation and produce a PEEP. Students will have a red or green sticker on their crutches to indicate whether they are able to use stairs, red for no, green for yes. The PEEP Manager will be the Facilities Co-ordinator.

- 3.118 SEN pupils – a section on PEEPS is included within the Student Support Plan form. If a PEEP is required the Facilities Co-ordinator will be advised by the SEN department in order for one to be completed.
- 3.119 Pupils with significant medical needs will be assessed by the school Duty First Aider on an individual basis when joining the school or when the condition manifests.

Provision of Information

3.120 The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided using the following tools:-

- by daily staff bulletin which is emailed to all staff
- through minutes of H&S Committee on notice board and published on school website
- annual whole school training through the school's H&S Consultant
- through the staff intranet school pool/staff literature/health & safety
- small group training for identified individuals
- at induction for new staff
- via staff handbook updated and issued annually
- via school website on www.priestlands.hants.sch.uk/Policies

3.121 Local health and safety advice is available from the Facilities Co-ordinator and the school's H & S Consultant can provide both general and specialist advice.

3.122 The Health and Safety Law poster is displayed on the notice board in the Staff Room

Risk Assessment

3.123 General risk assessment management will be co-ordinated by the Facilities Co-ordinator and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

3.124 Trained risk assessors will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

3.125 All risk assessments and associated control measures are to be approved by the Headteacher or delegated member (the Business Manager) of staff prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

3.126 Arrangements regarding security are set out in the Security & Safety Policy and under lone working.

Smoking

3.127 The school has a Smoke free School Policy which includes the use of e-cigarettes, Vapes, E Juice, Wax Vape Pens and Herbal Vapourisers.

3.128 Smoking tobacco or any or the above products is not permitted anywhere in the school grounds or buildings at any time including the car parked on site of an employee

Stress & Wellbeing

3.129 Priestlands School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress. In response to this the school has a Stress at Work Policy.

Traffic Management

- 3.130 Priestlands School is a car free site, Staff should park in the gravelled section of the main car park to the left of the drive or in front of the tennis courts / Nichols building.
- 3.131 No Vehicles are permitted past the tennis courts / Nichols building during the normal school day. All cars parked past the barrier should reverse park into spaces.
- 3.132 The barrier will be closed during term time between 8.15am and 4.15pm.
- 3.133 Any member of staff parked school side of the barrier must ensure that they do not move their vehicle unless in an emergency until the barrier lifts at 4.15pm.
- 3.134 The fire hydrant by the corner of the cage must be kept clear at all times.

Training

- 3.135 Health and Safety induction training will be provided and recorded for all new staff/volunteers in accordance with the new staff induction programme.
- 3.136 The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work
- 3.137 All staff will be provided with the following as a minimum training provision.
- Induction training regarding the requirements of this health and safety policy
 - Appropriate local training regarding risk assessments and safe working practices
 - Updated training and information following any significant health and safety change
 - Specific training commensurate to their own role and activities
- 3.138 Periodic refresher training that will not exceed three yearly intervals.
- 3.139 Training records are held by the Facilities Co-ordinator who is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan and managing the planning of refresher training for all staff
- 3.140 Staff will attend new staff induction training with the Business Manager where they will be given information on:-
- Induction of new staff handout
 - Staff handbook
 - H & S Checklist
 - H & S Policy
 - First Aid Policy
 - Fire Safety Policy
 - Moving and Handling handout

Use of drones

- 3.141 Arrangements for use of drones on the school site are laid out in Appendix 1 & 2 of this policy. Any unauthorised use of drones will be reported to Police.

Violent Incident reporting

- 3.142 All staff have the right to feel safe and free of threats whilst at work. Any physical or verbal threat is classified as a violent incident and a report should be completed using Violent Incident report Form. This can be found in H:\SchoolPool\Staff Literature\Health & Safety - for all staff\Forms\Reporting & Miscellaneous Forms. The Senior Team will complete this form through Line Management and investigation of incidents. Staff should take responsibility for reporting incidents using the SIMS referral system.

Visitors

- 3.143 It is the duty of all staff within the school to ensure the Health & Safety of all visitors
- 3.144 All visitors must sign the visitors book at reception where they will be given a visitors badge and a health & safety guidance leaflet. They must then sign out again when leaving and return the badge
- 3.145 No visitors are allowed through the security door without gaining permission from the reception staff
- 3.146 Visitors are to be accompanied to their destination as appropriate
- 3.147 Appropriate personnel are to be made aware of visitors to the school
- 3.148 Visitors are not permitted to enter unauthorised areas of the school

Working at Height

- 3.149 Classroom-based staff are provided with two step stepladders and training is provided. Periodic refresher training will not exceed three yearly intervals
- 3.150 Site and ICT Staff are the only members of staff who have completed the full working at height training and therefore the use of ladders and other similar equipment is restricted to site team & ICT staff only.
- 3.151 Staff must not stand on tables/chairs nor will they allow students to do so unless they have the prior approval of the Headteacher
- 3.152 At Priestlands School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
- 3.153 The competent persons for work at height on the premises who has attended training are the Site and ICT Teams members and they are authorised to: -
- Use steps, stepladders and leaning ladders in accordance with their training
 - Provide step stool instructional training briefs to staff in accordance with policy
 - Provide stepladder and steps training to staff (not leaning ladders)
 - Carry out periodic inspections of all on-site ladders, stepladders and podium steps
 - Remove access equipment from use if defective or considered inappropriate for use
 - Access flat roofs to a single height only
- 3.154 The competent person(s) for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms
- 3.155 Work at height on the premises is only permitted to take place under the following conditions:
- Any work to be carried out at height must be underpinned by a risk assessment
 - Access equipment selected for work at height must be as per the risk assessment
 - Any staff working at height must be appropriately trained to use the access equipment
 - Staff are not to improvise or use alternative access methods of their own choice
 - Use of any furniture, including tables and chairs, is forbidden for any work at height
 - Staff may only use step stools if they have received a local instructional training brief
 - Staff may only use stepladders if they have received training from the ladder and stepladder competent person
 - Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years

- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Links to other documents and policies

Existing Policies, Procedures and Guidance can be found at <http://www.priestlands.hants.sch.uk> and include COVID addendums where appropriate.

- Accessibility Policy and Plan
- Equalities Policy
- Emergency evacuation procedures (in staff handbook & fire safety policy)
- Educational Visits Policy
- Rotas for supervision of students, before and after school, breaks and lunchtimes and at other times
- Personal & Social Development Policy
- Managing Drugs related Incidents Policy
- Lettings Policy
- Lockdown Procedures (in staff handbook)
- Minibus Policy
- Behaviour Management Policy
- Fire Safety Policy & Management Plan
- Security & Safety Policy
- Policy for supporting students with Medical Needs
- Safeguarding & Child Protection Policies
- First Aid Policy
- Smoke Free Policy
- Site Development Strategy
- Staff Information Handbook
- Security and Safety Policy
- Safe school policy

Appendix 1 – Policy on drone flying

1. If we wish to book a company to fly a drone on school grounds, we need to ensure the safety of students, staff and visitors and therefore the following will be required:
 2. That the supplier/operator of a drone for commercial activity provides a copy of each of the following:
 - Evidence of suitable training in its operation, ie confirmation of joining a local flying club, or completing a qualification in drone flying
 - Comply with new law on drones as of 30.11.19:
 - -Anyone responsible for a drone or unmanned aircraft (including model aircraft) weighing between 250g and 20kg will need to register as an operator.
 - -Anyone flying a drone or unmanned aircraft (including model aircraft) weighing between 250g and 20kg will need to take and pass an online education package.
 - -Drones must also be clearly marked with its registration number, which should be large enough to be seen from the ground
 - A risk assessment/safe system of work covering its safe operation which includes consideration of the points below
 - Evidence of 'permission' from the Civil Aviation Authority
 - Evidence of public liability insurance (minimum £5 million)
 - Confirmation of what will happen with any images obtained
 3. Guidance from The Civil Aviation Authority also advises the following regarding the flying of unmanned aircraft:
 - The operator is responsible for the safe conduct of each flight
 - The operator is responsible for avoiding collisions
 - It is illegal to fly an unmanned drone over a congested area (street, towns, cities) and should never be within 50 metres of a person, vehicle or building, or overhead groups of people at any height
 - The operator must keep the drone in sight at all times and recommended it stays below 400 feet
 - It is recommended operators of drones learn to fly them properly such as by joining a local flying club, or completing a relevant qualification
 - Before each flight the drone should be checked for damage and to ensure all components are working in accordance with the suppliers manual
 - If the drone is intended for use for any kind of commercial activity, 'permission' must be obtained from the Civil Aviation Authority
 - Consideration needs to be given to any images obtained to ensure privacy laws are not breached
- Note: The Civil Aviation Authority can be contacted at: Aviation House, Gatwick Airport South, Gatwick Road, Gatwick RH6 0YR. Tel 01293 567171
4. Drones / camera-equipped unmanned aircraft should not be flying within 150m of a 'congested area', which includes schools. Unless the pilot has permission from the Civil Aviation Authority (CAA). If this is the case, then the police need to be contacted on 101 with the drone's registration number if possible.

Appendix 2 – Drone Flying/Photography Declaration

Name:

Drone Operator:

Company:

I confirm that:

<ul style="list-style-type: none"> ▪ The operator is responsible for the safe conduct of each flight 	
<ul style="list-style-type: none"> ▪ The operator is responsible for avoiding collisions 	
<ul style="list-style-type: none"> ▪ It is illegal to fly an unmanned drone over a congested area (street, towns, cities) and should never be within 50 metres of a person, vehicle or building, or overhead groups of people at any height 	
<ul style="list-style-type: none"> ▪ The operator must keep the drone in sight at all times and ensure that the drone stays below 400 feet 	
<ul style="list-style-type: none"> ▪ The drone operator has been successfully taught to fly drones properly, such as by joining a local flying club or completing a relevant drone flying qualification 	If flying club, please detail which flying club & length of membership:
<ul style="list-style-type: none"> ▪ The drone will be checked for damage and to ensure all components are working in accordance with the suppliers manual 	
<ul style="list-style-type: none"> ▪ If the drone is intended for use for any kind of commercial activity, 'permission' must be obtained from the Civil Aviation Authority 	Please attach a copy of the 'permission':
<ul style="list-style-type: none"> ▪ Consideration will be given to any images obtained and that privacy laws are not breached 	

Signed:

Print Name:

Date:

Appendix 3 – Names for 23.24 as at 01.09.2023 (INTERNAL only)

Headteacher:	Pete Main
Deputy Heads:	Tom Ritchie
	Rob Kelly
Assistant Heads:	Kerrie McAdam
	Amy Russell
	Hayley Yates
Business Manager:	Samantha Fuell
Facilities Co-ordinator	Sally Feltham
Site Manager	Doug Young
First Aid	Kate Phipps
	Beth Kimble
	Alex Eveleigh