

Health, Safety and Welfare Policy

Staff Member with Responsibility:	Rebecca Harris, Business Manager
Reviewed by:	Audit and Finance Committee
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**Health Safety & Welfare Policy &
Arrangements Heathside School**

Part 1:	Statement of General Policy on Health, Safety and Welfare
Part 2:	Organisation and Responsibilities for Health, Safety and Welfare
Part 3:	Arrangements and Procedures for Health, Safety and Welfare

**Part 1:
Statement of General Policy on Health, Safety and Welfare**

1. The Board of Trustees, Local Governing Body and Principal:
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students, contractors and visitors, so far as is reasonably practicable.
 - Act in accordance with the general health Health, Safety and Welfare policy of the Trust.
 - Require all senior leaders and managers, in the trust community, to act in accordance with the Trust Health, Safety and Welfare policy and procedures, and require the same of persons that they supervise and take responsibility for.
2. The Board of Trustees, Local Governing Body and Principal will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision.
3. In support of the above, Board of Trustees, Local Governing Body and Principal will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's Health and Safety procedures.



Francis Nicholas
Date: 2017

Anne Cullum
Date: 2017

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Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following Health and Safety organisational structure, and roles and responsibilities are approved by The Board of Trustees & Principal of Heathside School.

1. The Board of Trustees

The Board of Trustees approves the Health and Safety Policy of the trust and monitors its successful implementation. The Board of Trustees further ensures, as administrators of the trust's delegated budget that sufficient and appropriate resources are allocated to implement the Health and Safety Policies. The Board of Trustees will specifically:

1.1 Include Health and Safety targets in the School Development Plan.

Targets may include,

- Provision of facility for Health and Safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure

1.2 Ensure each Local Governing Body nominates a local governor as a link for Health and Safety between the Local Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform The Board of Trustees accordingly.

1.3 Ensure that Health and Safety is an agenda item on Resources committee termly meetings, and receive a termly Health and Safety report from the Business Manager at this time. This report should include information on,

- Progress of the Health and Safety targets in the SDP.
- Accident/incident analysis
- Relevant Health and Safety information received from the Health and Safety Executive (HSE), Department for Education, (DfE), Surrey County Council (SCC) or its Advisers.
- Suggestions on future Health and Safety initiatives.

1.4 Facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Local Governing Body (LGB)

The role of the LGB is to implement the Health, Safety and Welfare policy and procedures, monitor its effectiveness within the Academy and report issues, concerns and updates to the Board of Trustees. The Local Governing Body will nominate a local governor to act as a link between the school community, the Local Governing Body and the Board of Trustees.

The Local Governing Body will support the work of the Principal and will liaise with the Board of Trustees to ensure adequate resources for the Academy for Health and Safety requirements and priorities.

3. Principal

As Senior Manager for the Academy premises and of all on & off-site school related activities, the Principal is responsible for the day to day management of Health and Safety. The Principal will advise Trustees/Local Governors of any Health and Safety issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Principal will ensure that:

3.1 The contents of this policy are brought to the attention of all relevant persons.

3.2 A process for risk assessments is applied within the school, and that:

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- All appropriate areas/activities are covered, *(as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school)*.
 - Appropriate control measures are implemented, and that
 - Assessment is monitored and reviewed as necessary.
- 3.3 There is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy.
- 3.4 Appropriate staffing levels for safe supervision are in place.
- 3.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Electrical systems and portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
 - Classrooms and workshop equipment
- 3.6 An adequate needs analysis of Health and Safety training is undertaken for the schools' staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Principal Health and Safety awareness
 - Health and Safety Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - Health and Safety Co-ordinator
 - Lifting and Handling
 - Working at heights
 - Any further specific Health and Safety training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable Health and Safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent Health and Safety advice as required by the management of Health and Safety regulations.
- 2.9 A termly Health and Safety report is provided to Local Governors.
- 2.10 The school cooperates and participates in the SCC's Health and Safety monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

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- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 The Vice Principals are suitably instructed to take day to day responsibility for Health and Safety in the absence of the Principal.

The Principal may delegate functions to other or single members of staff (e.g. an Health and Safety Co-ordinator) who may be tasked with the Health and Safety administrative arrangements for ensuring the above responsibilities are met. The Principal will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Vice Principals

The Vice Principals will take on the above responsibilities in the absence of the Principal.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Principal for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Principal, and a report to the Principal is provided where necessary.
- 4.6 The Health and Safety training needs of staff are identified and the Principal informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 Transferred and temporary staff receive appropriate Health and Safety induction training.
- 4.9 First aid provision is adequate.
- 4.10 Students are given relevant Health and Safety information and instruction

5. Teaching Staff [Including supply]

Teaching staff are responsible for the Health and Safety of all students under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions.
- 5.3 That they are conversant with the school's Health and Safety policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

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- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Site Manager

The Site Manager is responsible to the Principal/Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic Health and Safety inspections are carried out at a timescale agreed by the Principal, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as local governors, Health and Safety co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the SCC etc.
- 6.7 Co-ordinating regular Health and Safety inspections, ensuring all areas of the establishment and all activities are covered reporting all concerns identified to the Health and Safety Co-ordinator

7. Health and Safety Co-ordinator

The Principal may appoint or nominate a Health & Safety Co-ordinator to carry out Health and Safety functions and maintain an overview of the Health and Safety organisation & management of the school, and report to the Principal accordingly. Specific functions of the Health and Safety Co-ordinator may include:

- 7.1 Having an overview of the school's Health and Safety Policy and Arrangements, bringing amendments to the attention of the Principal where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Principal of any deficiencies.
- 7.3 Carrying out, with the Principal and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arranging for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Principal and/or Board of Trustees of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Reporting to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

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- 7.8 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health and Safety of staff and others are kept to a minimum.
- 7.8 Ensuring that all Senior Managers (including Curriculum Area Managers) are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives

Health and Safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where The Board of Trustees/Principal is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's Health and Safety or welfare at work.
- 9.3 To make representations to the Principal on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace Health and Safety inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name	Union	Area Covered
Kevin Fletcher	NASUWT	
Mike Suter	NUT	

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10. Health and Safety Committee

The school has established an Health and Safety Committee which meets twice a term. The main purpose of the Committee is to consult with staff on Health and Safety issues, and agree Health and Safety procedure. Minutes of the Health and Safety Committee are copied to Governors for termly Governing Body meetings. Membership of the Health and Safety Committee includes:

- H & S Link Governor Richard Wilson
- Business Manager/Health & Safety Co-ordinator R Harris
- Site Manager P Cacia
- A representative of each curriculum area
- Caterer in Charge G Wells
- Union representatives See table in 9.5 above

Other Health and Safety Responsibilities

- Hazardous Substances Supervisor: Mrs F Futtit
- SLT member responsible for monitoring offsite visits: Mr J Brierley

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Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

Any staff organising external speakers or visitors carrying out project work with students should consult with the HR Manager before making arrangements. Under no circumstance should a visitor to the school be left alone with a group of students without the required safeguarding checks having been completed.

The reception (main office) staff should be informed if a visitor is expected. All visitors must sign in and be issued with a visitor's badge before entering the site.

Staff must wear their school badge at all times.

All staff are expected to be vigilant at all times, including staff on duty before and after school and during break and lunch times. If a member of staff observes a member of the public on the academy premises who is unrecognised and unescorted this should be reported to the main office, who will check the visitor's log and report to the Principal or a senior member of staff and the Site Team.

In the event of an emergency full procedures to be followed are documented in the Academy Emergency Plan.

2. Accident Reporting, Recording & Investigation

In the event of an accident, to students, staff or visitors including contractors* and parents, the incident should first be reported to the main school office. If necessary a member of the senior staff should be informed. If a serious accident occurs, one which is likely to need professional treatment, an accident report sheet must be completed by the member of staff who initially dealt with the incident. This record should be given to the main office to enter the details on the SCC on-line reporting system. Minor accidents are recorded on the school's internal logging sheet. In the case of head injuries to students, parents should always be informed regardless of the severity.

3. Asbestos

The asbestos register and action plan is kept by the Site Manager, Paul Cacia in the Site Office. All contractors are required to consult the register prior to work and read and sign the log sheet to confirm they have done so.

All staff are informed of the location of asbestos within the school and asked to help monitor its condition by reporting any suspected disturbance of asbestos. This information and the emergency evacuation plan is included on the fire emergency evacuation procedure.

4. Contractors

Contractors working in school when students are present and in a regulated activity are required to be Disclosure and Barring Service (DBS) checked. All other contractors without DBS checks may be allowed on site under the supervision of a member of staff with a current DBS check. Each contractor is required to have a pre-works meeting with the Site Manager/Business Manager during which Health and Safety arrangements are confirmed including a review of risk assessments and method statements. For site projects where Construction, Design and Management regulations apply the trust will appoint a Principal Designer and/or Principal Contractor or equivalent as required by the current regulations.

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Employing contractors must ensure a system is in place for its employees to report incidents to the contractor directly. Employing contractors are required to make school aware of any Health and Safety incidents involving its employees within a reasonable timescale.

5. Curriculum Safety [including out of school learning activity/study support]

The trust subscribes to the Association for Physical Education guidance for **PE teaching** is followed for all activities.

Risk assessments/policies are in place for identified hazardous activities related to PE and the Curriculum Manager for PE reviews these with PE staff on a regular basis.

For **Science and Technology** the trust subscribes to CLEAPSS who provide risk assessments and updates on current requirements.

Practical work in **Science** may only be conducted under the supervision of a qualified science teacher. The science department have an extensive safety policy which includes the use of protective clothing, what to do in case of accidents and specific risks. All science laboratory doors should be locked when the rooms are not in use.

Technology staff use risk assessment sheets which are published by CLEAPSS for each individual piece of machinery, assorted hand tools where there is a significant risk factor and for processes. All staff must read the risk assessments to ensure that they conform to the latest regulations. Practical lessons in technology are only conducted by qualified staff that must be present in the classroom at all times.

For all areas of the school after school sessions are supervised by the relevant member of staff under the same conditions as a class.

It is the responsibility of the Curriculum area manager to ensure a risk assessment for any other potentially hazardous activity, not covered by the above, is carried out before it begins and to seek the advice of the Health and Safety Co-ordinator where appropriate.

6. Drugs & Medications

The trust follows the guidance issued by SCC - "Students' Health and the Administration of Medicines", a copy of the current guidance is located in the School Office.

Vital and emergency medication for particular students (diabetic; epi-pens etc.) is securely stored in the School Office. Parents are responsible for providing this in a sealed box with instructions and a photograph on the front. Parents are also responsible for ensuring the medicines held by the school are within date. A number of appropriate school staff are trained in the emergency use of these medicines.

Paracetamol can be administered to students providing that their parents have given permission. A record of this is kept on the SIMs data base and checked before the drug is issued. The database is updated annually. A log is kept and monitored to check for over use. Where Paracetamol is administered a note is made in the student planner.

Parents may request that the school looks after drugs which students are taking over a fixed period (i.e. Antibiotics). Parents are asked to complete an agreement accepting that, whilst the school will keep the drugs safely, it is the student's responsibility to remember to take them at the required time and to check the correct dosage.

7. Electrical Equipment [fixed & portable]

Staff using electrical equipment are expected to make a visual safety check each time they use it and not use it if there is any safety concern. If a member of staff has a concern regarding the safety of a piece of equipment it should not be used and they should report this to the Site Manager immediately.

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All portable items of electrical equipment are subject to testing on a rolling programme. Any electrical items brought into school must be notified to the Site Manager and PAT tested before use. The Site Manager maintains a record of these inspections.

The Site Manager monitors the safety of the hardwire systems in school and testing is carried out on a 5 yearly cycle by external contractors.

8. Fire Precautions & Procedures (and other emergencies)

The fire risk assessment is reviewed annually by the Business Manager. At the start of the academic year, Fire Evacuation Procedures are issued to all staff; tutors then familiarise students with the process. The procedures lists staff responsibilities during evacuation and what the students are expected to do. Fire drills are conducted once per term, the first within 3 weeks of the beginning of the academic year. Site staff carry out the testing of the break-glass points and emergency lighting on a programme overseen by the Site Manager. Annual extinguisher maintenance is organised by the site staff and a record kept by the Site Manager.

9. First Aid

Two staff in the school office are trained maintain the first aid at work qualification. A number of other staff are trained in first aid as 'appointed persons'. First aid provisions are stored in the office and maintained by the trained office staff.

If an ambulance is required it should always be called by a member of staff from the school office. In general the school will contact the parents of any student who is being sent to the hospital and ask them to come into school to accompany them in the ambulance. If this is not possible a member of staff either from the front office or student services should accompany the student. This will be coordinated by the School Office. A list of all staff trained in first aid is kept in the school office. This list is reviewed annually to ensure an appropriate number of staff are trained.

Procedure for first aid, the administration of medicines and dealing with accidents on school visits are outlined in a separate policy (staff area: activities and visits).

10. Glass & Glazing

All glass panels and most windows are safety glass. Replacement of windows, as required, is with suitable standard glass.

11. Hazardous Substances

Cleaning materials and other substances used by the site staff are kept in locked cupboards and used only by appropriate staff.

The precautions required when using hazardous substances in **Science** are regulated by CLEAPPS. The risk assessments are available for each practical using dangerous substances and the CLEAPPS file is located in the F6 prep room. All substances are stored in the F6 chemical cupboard, which is ventilated.

The ionising sources held in the science department are labelled and locked in the F3 prep room; the keys are kept in the safe. The radiation protection supervisor is Peter Hortor, responsible for the safe storage and usage of all radioactive material.

The trust has appointed CLEAPPSS as Radiation Protection Adviser through SCC to provide advice and information.

In **Technology** hazardous substances are kept in lockable cupboards, unless in use, as specified in CLEAPSS risk assessment sheets. Each comes with its own COSHH paperwork; the directions for each are followed.

12. Health and Safety Advice

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The School has a designated Health and Safety Co-ordinator who has been trained in the relevant areas. They have access to advice from SCC and Babcock Fours regarding issues which may arise.

13. Housekeeping, cleaning & waste disposal

Any housekeeping concerns requiring urgent attention should initially be reported to the Site Manager who will respond to any safety issues immediately. Glass, sharp or dangerous objects should be removed immediately, by the site staff, and placed in a skip. Supplies of salt are kept on site to aid with snow clearance, which again is the responsibility of site staff. The school is cleaned by contractors whose responsibility it is to remove rubbish and ensure the premises are kept clean. Rubbish is disposed of in 3 enclosed skips which are emptied weekly.

14. Handling & Lifting

Those staff at risk of injury through lifting and handling have been identified. These include technicians, relevant office staff and PE teachers. All have been given training from an outside provider. The school's Health and Safety Co-ordinator ensures these qualifications are current.

15. Jewellery

Details of the school uniform policy are included in student diaries. A wrist watch is allowed, and students are permitted to wear one pair of stud or sleeper earrings, one in each ear lobe. During PE lessons, all jewellery must be removed or, in the case of new ear studs, covered.

16. Lettings/shared use of premises

Lettings are made through application on a form requiring confirmation of insurance. Lettings are all allocated to prescribed areas and fire evacuation outlined. The hirer should be provided with an emergency contact number for the school.

In the case of events organised by the school, such as performances and other events which are open to the public, it is the responsibility the member staff organising it to ensure a public entertainment license has been obtained. Seating should meet the legal criteria and information on fire exits should be given before the performance begins.

17. Lone Working

The school has a policy regarding students working in school after its official closing time; when a member of staff must be responsible for them. This policy also includes staff working in school on their own, requiring them to have notified a third party that they are there and also that they upon leaving to confirm that they have left the building. Activities with possible hazards should not be undertaken in such situations (e.g. the use of ladders or machine tools).

A record of all key holders for all areas of the school is kept centrally. Any member of staff who wishes to invite students into school during weekends or holidays must first seek the permission of the Site Manager responsible for site management and the correct procedure followed.

18. Long Term Evacuation Plan

The school has a separate procedure for evacuation of the premises. Longer term evacuation is detailed in the emergency plan. Groups of students would be sent home according to the following procedure.

- At the evacuation assembly point tutors would attempt to contact parents by mobile phone (either the students or the school's) to gain permission for them to leave.
- Students whose parents cannot be contacted will be kept on site until this is possible.
- Access to the school/parent email and messaging system can be made remotely from the site and the website can also be edited remotely. These will be used to keep parents informed of the current situation.

The School Office Manager will ensure that a paper copy of student contact and medical details are printed each half term.

19. Maintenance / Inspection of Equipment

All staff using specialist equipment should carry out a visual check before its use. The Curriculum Area Manager and/or Site Manager should be informed of any defects.

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PE equipment, DT machinery, extractor fans, fume cupboards and pressure vessels are inspected annually through service agreements.

Between inspections, within the Technology department, periodic maintenance is undertaken by the technician on an 'as needed' basis, which includes replacing worn blades and cleaning. It is the technician's responsibility to report defects between inspections to the service providers in order for the faults to be rectified quickly. Visual inspections are undertaken daily.

The site team is trained on the use of ladders and towers and inspect the equipment regularly. The fire alarm and emergency lighting system is tested weekly. The lift and stair lifts are inspected as part of the maintenance contract. The fire extinguishers are checked and maintained as part of an annual contract. Records are kept by the Site Manager.

Water coolers and drinking fountains should be checked regularly.

20. Monitoring the Policy

Workplace inspections are carried out by the Governors Resources Committee, termly. The Site Manger logs any issues raised and reports major issues to the Business Manager.

21. Personal Protective Equipment (PPE)

The Site Manager and Curriculum Managers (Science & Technology) ensure PPE used where required. PPE to be provided free of charge where risk assessment determines to be necessary

22. Playground Safety and Student Movement

A roster of staff duties provides for supervision of students during break and lunchtimes. Students have designated areas which they may use and these should be within the view of a member of staff.

During lesson changeover periods all staff and students should keep left and keep moving quietly and sensibly particularly in corridors and on the main staircases. Staff should arrive at lessons promptly and ensure that students are moved into classrooms as quickly as possible.

23. Reporting Defects

All defects and Health and Safety issues should be reported to the Site Manager who logs and prioritises tasks using the online system.

24. Risk Assessments

The Health and Safety Co-ordinator is responsible for ensuring risk assessments for specialist activities are made (e.g. the school show). The Co-ordinator also ensures risk assessments are carried out with pregnant staff and any staff who might have health problems. Line Managers if appropriate will carry out risk assessments with the relevant member of staff. In the case of problems with health the school's occupational health advisers will also be contacted.

25. School Trips/ Off-Site Activities

A member of the Senior Leadership team is responsible for the monitoring of all student visits. There is a separate policy for the administration and running of visits, including risk assessments, emergency procedures and notifying SCC.

The school policy and procedures regarding off-site visits is on the staff shared area.

26. School Transport (please refer to the full policy)

All drivers of the mini-buses must have completed the relevant test (arranged through the local authority), depending on their current driving licence. A central record of these is kept by the Site Manager, who arranges for re-tests on a 3 yearly basis, or as required. The site staff carry out weekly checks on the buses to ensure there are no obvious safety problems. The buses are leased, thus ensuring regular servicing takes place and that they

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meet any legislated safety standard. Any person driving students must ensure seat belts are worn and behaviour in the bus is sensible and safe. Use of the mini-buses is logged and a record of those students on the bus must be left in the front office before it departs, using the forms provided.

27. Smoking

The school is a non-smoking site. No provision is made for smokers. This information is given to all applicants at interview.

28. Staff Consultation

The Health and Safety working group meets once per term. Issues regarding Health and Safety are included on the agenda. At other times issues can be reported to the Health and Safety Co-ordinator who prioritises tasks, forwards details to the relevant parties, monitors progress and keeps the person who reported the issue informed.

29. Staff Health & Safety Training and Development

Training is provided to all new staff should to outline general principles of Health and Safety and direct them to this policy. Current staff should be reminded of the policy during inset at the start of term in September. Curriculum managers are responsible for ensuring staff within their areas have current training as required.

30. Staff Well-being / Stress

All staff who report illness or absence due to stress are referred to Occupational Health Advisors. A workplace stress risk assessment is carried out. Staff are also supported through an Employee Assistance Programme which provides a range of counselling and support.

31. Supervision [including out of school learning activity/study support]

All curriculum activities and lessons within school should be under the supervision of the member of staff responsible for the class or student.

The school policy regarding supervision on off-site visits is on the staff shared area.

Current regulations regarding safeguarding and DBS regulations are adhered to and monitored by HR Manager and Designated Safeguarding Lead

Any safeguarding concerns should be referred immediately to the DSL or Principal.

32. Use of VDU's / Display Screens

The Babcock 4S policy and assessment criteria are used with all the staff that may fall into the category of significant users. All such staff complete the work station assessment form and are given the option to update this if their situation changes. Staff that use VDUs on a regular basis are aware of their right to have free eyesight tests, which may be arranged following agreement from the finance office.

33. Vehicles on Site

Other than in the main car park entrance vehicles have restricted access to site during the school day. Where vehicles are permitted to come on to site in exceptional circumstances i.e. for construction or kitchen deliveries, a member of site or kitchen staff must supervise vehicular movement and ensure that there are no students present.

Vehicles are left on site at the owners own risk. The registration numbers of all staff vehicles are kept by the school office, visitors are asked to give their registration when they sign in. The parking areas are separate from those which are used for pedestrian access. Sixth form students are allowed to drive to school by arrangement and following an agreed code of practice signed by themselves and their parents. Deliveries are made to the main entrance of the school to which students do not have access.

34. Violence to Staff / School Security

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The main entrance to the school has access controlled by the reception staff. Badges should be worn by all visitors. Staff wear identification badges as do sixth form students. Staff and students are told not to approach unidentified persons but to call the office for assistance. The office will notify Senior staff and the site team. Any incidence of verbal or physical abuse should be reported a member of senior staff and the incident logged.

35. Working at Height

All site staff have attended working at heights training and two have been trained on the erection and use of portable towers. Ladders and steps (over 1m high) are kept in secure locations. Low level steps (up to 1m) are available for staff to use and all staff are advised not to use steps or ladders if they are alone.

36. Work Experience / Off Site Vocational Courses

In general large groups of students do not take part in a programme of off-site work experience. A few students do have work experience as an integrated part of their curriculum. At present this is organised through the Elmbridge 14-19 consortium. This provides insurance, checks the suitability of places and the staff who supervise the students. Vocational courses are organised through the same local consortium and again this organisation checks the suitability of placements and staff on behalf of the school. If students are to be involved in other off site projects these need to be risk assessed on an individual basis in consultation with the Health and Safety Coordinator.

37. The unused caretakers accommodation

This area of the school is generally out of bounds to students. Entry should be following negotiation with the Site Supervisor.

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Science	Over 1,000 in total - these are not in paper copy but are stored on CLEAPSS website and can be found via www.cleapss.org.uk - the Heathside access is: User Name: neon Password: inert16
DT	Band Saw (D7)
DT	Band Facer (D4)
DT	Mortising Machine (D7)
DT	Polishing Mop (D4)
DT	Pedestal Drill (D4)
DT	Milling Machine (D4)
DT	Micro Drilling Machine (D8)
DT	Lightweight Band Saw (D8)
DT	Large Pedestal Drill (D8)
DT	Metal Lathe (D4)
DT	Control Traffic Lights (D8)
DT	Control Equipment Lifts (D8)
DT	PC's (D8)
DT	Control Equipment 4 Lights (D8)
DT	Fuse and distribution boards
DT	Power Tool Cupboard (D7)
DT	Band Saw (D7)
DT	Belt Sander (D7)
DT	Wood Turner (D7)
DT	Pedestal Drill x 2
DT	Oscillating Scroll Jig Saw (D7)

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DT	Norgren Compressor (D8)
DT	Pneumatics Equipment
DT	Convection Oven
DT	Printers (D6)
DT	CNC Vertical Router Machine (D7)
DT	Grinding Wheel (D4)
DT	Spray Painting Booth (D5)
DT	Etching Tank (D8)
DT	Boxford CNC Lathe (D4)
DT	Brazing Hearth (D4)
DT	Ceramic Chip Forge (D4)
DT	Metal Guillotine (D4)
DT	Vacuum Former (D4)
DT	Secure Windows (6th Form)
DT	Lighting with a trailing lead (Corridor)
DT	Electrical Cupboard
DT	Emergency Exits
DT	Display Cabinets on wall in fire exit corridoe (D8)
DT	All Areas - Clearance of boxes
Physical Education	Trampolining
Physical Education	Gymnastics
Physical Education	Heathside School Sports Day
Physical Education	Games on the playing fields
Physical Education	All Indoor Areas used for PE
Physical Education	Tennis Courts and Playground

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Physical Education	Weight Training
Physical Education	Visiting/Away Sports Matches
Physical Education	Invasion Games
Physical Education	Striking Activities
Physical Education	Athletics
Physical Education	Netball and Racquet Games
Physical Education	Dance
Site Department	Playgrounds
Site Department	Contractors on school premises after hours
Site Department	Cleaning of Pigeon Guano
Site Department	Reprographics
Drama Department	Main Hall Drama Productions
Business Manager	Out of Hours Working
Site Manager	Water Treatment
Site Manager	Manual Handling
Site Manager	Electrical Safety
Site Manager	Working at Heights
Site Manager	Vehicular Movements
Relevant Line Management	Hosting Work Experience
Relevant Line Management	New and Expectant Mothers
Relevant Line Management	After School Activities (off-site)