



Mount Tamar
Aspire – Adventure – Achieve

Mount Tamar School
Health and Safety Policy

Version Control

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1.0 HEALTH & SAFETY POLICY

1.1 Statement of Intent.

- 1.1.1 This is a Statement of Organisation and Arrangements for Mount Tamar School (The School). The statement does not replace Plymouth City Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health, safety and welfare matters will be found in the School Room.
- 1.1.3 Mount Tamar School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.
- 1.1.4 The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.
- 1.1.5 The School will, so far as is reasonably practicable:
- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
 - b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
 - c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
 - d) provide and maintain plant and systems of work that are safe and without risks to health;
 - e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - f) maintain any place of work under its control in a condition that is safe and without risks to health;
 - g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
 - h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;

- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
 - j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
 - k) make arrangements for the provision of a suitable occupational health service for staff;
 - l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
 - m) develop and maintain a positive and proactive health and safety culture.
- 1.1.6 The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
- 1.1.7 The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
- 1.1.8 The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.
- 1.1.9 The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and {Sub-Committee} of the Governing Body.
- 1.1.10 This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.
- 1.1.11 All contractors and consultants working for The School are required to comply with this Policy.
- 1.1.12 The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 1.1.13 The School will review this Policy Statement at least annually;
- 1.1.14 The School will ensure that this Policy is effectively communicated to all staff;

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Local Management of Schools requires School Staff, the Governing Body and the LEA to work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Governing Body

For Community Controlled Schools, in consultation with the Head Teacher, the Governors will:

- 2.1.1 Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.
- 2.1.2 Monitor, via reports, the overall performance of the Schools health and safety management systems.
- 2.1.3 Ensure that any decision made is in line with the Council's or School's own policies and procedures as they relate to health and safety.

Governing Bodies in Voluntary Aided or Foundations Schools are subject to additional responsibilities.

2.2 The Head teacher

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- 2.2.1 Ensuring the effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their School.
- 2.2.2 Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own School.
- 2.2.3 Demonstrating personal commitment to health and safety by providing visible and active leadership and leading by example.
- 2.2.4 Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- 2.2.5 Ensuring all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- 2.2.6 Ensuring that School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- 2.2.7 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- 2.2.8 Ensuring that this Policy is brought to the attention of all employees.

- 2.2.9 Ensuring that School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
- 2.2.10 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- 2.2.11 Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
- 2.2.12 Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- 2.2.13 Co-operating and working closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- 2.2.14 Ensuring that within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- 2.2.15 Ensuring his/her own attendance at IOSH Managing Safely training.
- 2.2.16 The Head teacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

Full details of Head Teacher's responsibilities in relation to Health and Safety can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.3 Headteachers Who Are Directly In Charge Of Council Premises And Establishments ('Persons In Control Of Buildings')

The Headteacher is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others.

Full details of the responsibilities of the Person in Control of Buildings can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.4 Employees

All Council Employees are directly responsible for:

- 2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

- 2.4.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- 2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- 2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- 2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 2.4.10 Attending local health and safety and safety induction on their first day of employment.
- 2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

2.5 Staff With Special Responsibility

Ian Coultas (Site Manager) is the Person in Charge (PIC) but managed by Alison Morgan. Tom Thorpe appointed as Risk Assessment Co-ordinator

These job-holders will be responsible for:

- 2.5.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;
- 2.5.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- 2.5.3 the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- 2.5.4 establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc;
- 2.5.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any

problems they are unable to resolve within the resources available to them;

- 2.5.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- 2.5.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- 2.5.8 obtaining relevant advice and guidance on health and safety matters.

2.6 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- 2.6.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- 2.6.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- 2.6.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 2.6.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- 2.6.5 set a good example by following safe working procedures personally;
- 2.6.6 ensure the use of protective clothing and guards where necessary;
- 2.6.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- 2.6.8 build in safety education in curriculum planning.

2.7 School Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.

At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.8 The Pupils

Pupils will be reminded that they are expected to:

- 2.8.1 exercise personal responsibility for the health and safety of themselves and others;
- 2.8.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- 2.8.3 observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;

- 2.8.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the school website

2.9 Contractors

- 2.9.1 All contractors under local control will be appropriately selected and competent in terms of health and safety
- 2.9.2 Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- 2.9.3 The Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
- 2.9.4 The Head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
- 2.9.5 The Headteacher will consult the Capital Project Team, Asset Management Team or the Corporate Health, Safety and Wellbeing Team for any additional guidance on these matters.
- 2.9.6 All contractors must report to the Headteacher before any work takes place and prior to each working session. The Headteacher should then inform the contractor of any conditions which may affect his safety and that of others.

2.10 Visitors And Other Users Of The Premises

- 2.10.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school.
- 2.10.2 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- 2.10.3 All visitors to Council establishments, must comply with the School and Council's Health and Safety Policy and procedures.
- 2.10.4 Head teachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book).
- 2.10.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Headteacher.
- 2.10.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

- 2.10.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- 2.10.8 Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- 2.10.9 If the incident is of a serious nature or fatal the Head Teacher and the Corporate Health and Safety Team must be contacted immediately.
- 2.10.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.
- 2.10.11 Persons 'hosting' visitors including meeting convenors must ensure:
- a) Visitors are alerted to the establishment's fire procedures,
 - b) Visitors adhere to the School's 'No Smoking' Policy,
 - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - d) Visitors record their presence on the premises in the appropriate log book,
 - e) Where applicable, visitors are provided with and wear an identification badge,
 - f) Visitors are accompanied or authorised to enter the premises,
 - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
 - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
 - i) Visitors report all accidents, incidents and near misses to the host,
 - j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 **Lettings**

The Headteacher will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school and Plymouth City Council's health and safety policies where appropriate.

3. Health & Safety Policy Arrangements

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in The Staff Room

3.1 Accident Reporting, Recording and Investigation

- All accidents must be reported to the Head Teacher.
- The accident forms are held in the Staffroom
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by Alison Morgan.
- Fatal or major injuries must be reported immediately by telephone to Plymouth City Council Health & Safety Team and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the schools health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to Plymouth City Council Health & Safety Team.

3.2 Asbestos

- The asbestos survey is located in the Headteacher's office.
Ian Coultas – Site Manager has attended Asbestos Awareness Training, and have / will undertake regular refresher training.
- All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking. The contractors signing in sheet located in Reception
- An asbestos management plan is located with the asbestos survey in the The Headteacher's office
- Staff responsible for monitoring and inspecting asbestos containing material are Ian Coultas.
- Staff will report any damage to identified areas immediately to Ian Coultas.

- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – Emergency procedures as outlined in the Asbestos Policy will be complemented.
- Location maps of asbestos containing material is located in the Headteacher's office.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

3.3 Contractors and Visitors

All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge which contains Health & Safety information and a health and safety leaflet. On leaving the site they will be required to sign out and inform Ian Coultas and or Alison Morgan of the work / actions that have been carried out and any further work that is required. Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved
- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date CRB checks been undertaken for employees working within the school
- What is their selection process for sub-contracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?
- Has the contractors any references from other school projects.

Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the head teacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

3.4 COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- Details of products used by the caretaker / site staff are kept by Ian Coultas with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, the Science, D & T and Art departments will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

3.5 Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of Ian Coultas or Alison Morgan in his absence so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be

brought to the attention of Alison Morgan, so it can be logged, actioned and monitored.

3.6 Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

3.7E Safety

E-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Head Teacher ensures that the Policy is implemented and compliance with the Policy monitored.

Please refer to the Acceptable use of the internet policy for further details.

3.8 Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the school office, caretaker, site manager, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair.
- Portable appliance testing is carried out by qualified electricians or competent staff.
- Portable appliance testing is carried out annually. Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the Site Managers office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.

- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

3.9 Fire and Emergency Procedures

- The school has a separate Fire Policy.
- The responsible person is The Head teacher.
- The assembly points are the outside paved area for Secondary site and the playground area for Primary site.
- Fire wardens are teaching staff and any support staff in charge of a group of pupils / students.
The roles and responsibilities of fire wardens are provided in a separate document and have been provided to relevant staff.
Fire warden training has been provided by Plymouth Learning Partnership..
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually by Advanced Fire. Weekly checks should be undertaken by the Site Manager. Details should be recorded in the fire log book.
- The fire log book is kept in the Alison Morgan's office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.

If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned, if necessary by the head teacher OR
- Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number, and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit
- Proceed to assembly point relevant to the point of fire.
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by Admin staff and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services

Please refer to the Emergency procedures policy for further advice and guidance

3.10 First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the staffroom. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is the staffroom.
- First aid boxes are located in the following points:
 - The Secondary staffroom
 - The Reception meeting room
 - The Hostel Staffroom
- First aid boxes do not contain any medication, tablets creams or ointments.

- If the first aider or Head teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

Please refer to the First Aid Policy for further advice and guidance

3.11 Lettings

- All lettings must be approved by the Head teacher/Governing Body.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Lettings Policy for further advice and guidance

3.12 Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be

hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

3.13 Medication

Please refer to the Medications Policy for further advice and guidance

3.14 Play Equipment

Outdoor play equipment

- External play equipment will only be used when supervised.
- Such equipment will be checked monthly by Ian Coultas for any apparent defects and particularly for contamination by animals
- The outdoor play equipment is inspected annually by Zurich on behalf of Plymouth City Council and a record of the inspection is kept in the Alison Morgan's office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

3.15 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

3.16 Risk Assessments

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the Staff Learning room.
- Blank risk assessment forms can be found on the PLP website.
- Each department should have a copy of the risk assessments relevant to them.

- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

3.17 Safeguarding

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy that was last reviewed in November 2016
- The Safeguarding Officer(s) are Brett Storry, Kim Wentworth, Sandy Bryant and Jackey Cook.
- All staff have received safeguarding training

Please refer to the Safeguarding Policy for further advice and guidance

3.18 School Trips/off site activities

The named competent person nominated as Educational Visits Coordinator (EVC) is Tom Thorpe.

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- Pupils will be briefed about the offsite visit, together with expected behaviour rules.
- Staff will be fully briefed about the offsite visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the offsite visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All volunteers and staff will be DBS vetted.

3.19 School Transport / Minibus

Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to the school's policy. Any significant findings must be reported to the Head Teacher who must ensure that remedial action is taken.

Pre-use checks of the vehicle are undertaken and recorded on every trip.

Checks are carried out on an annual basis by Alison Morgan that drivers hold a current and valid driver's licence and hold appropriate business insurance.

3.20 Smoking

The school is a non-smoking site

3.21 Staff Consultation

The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

3.22 Wellbeing

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Head teacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The school will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The HR Department, Occupational Health, and if applicable an Employee Assistance Programme are available to staff and should be contacted when required.

Please refer to the Absence Management Policy for further advice and guidance

3.23 Violence to Staff

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Head Teacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed. A form is available in the staffroom.
- Appropriate steps will be taken by the Head Teacher to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.

3.24 Water Hygiene

- A copy of the Legionella risk assessment is located in Alison Morgan's office.
- Liam Cottrell, is employed to carry out many of the requirements of water testing under L8 guidance

3.25 Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of Ian Coultas to ensure this takes place.
- Most school department's should have access to kick stools, small steps or ladders.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities e.g. drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

3.26 Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.

- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff, technicians and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Heads of departments and line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

3.27 Work Experience Pupils

A nominated person in conjunction with an external organisation will provide guidance on student work experience placement. The nominated person and or external organisation will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

3.28 Workplace Inspections and Premises Risks

The Head teacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The Head teacher will ensure that hazards associated with premises are monitored and controlled.

A named Governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Governing Body with a written report.

3.29 Health and Safety Committees

The health and safety committee is a standalone committee and focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Safety Committee may include: -

Chair of Governors (or member responsible for health and safety matters)
 Head teacher
 Site Manager

Business Manager

Head of Science, Art, PE, Adventure Studies and DT

The standard agenda items for a school health and safety committee meetings are:-

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc?
3. Feedback from high risk departments
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.
7. Any school trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues to feed into the

3.30 Compliance

The schools compliance arrangements are managed by Alison Morgan Business Manager in conjunction with the Site Manager.

Health and Safety Training

Health and safety training is managed, recorded and assessed by the Head Teacher / Business Manager / Heads of Department. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.

4.0 GENERAL

Further advice and assistance can be obtained by contacting the Corporate Health, Safety & Wellbeing Team, Civic Centre floor 4, Plymouth PL1 2AA. Telephone: 304917, or e-mail: healthandsafety@plymouth.gov.uk