



## Health and Safety Policy

### Statement of Intent

The Trafalgar School at Downton attaches the utmost importance to the safety, health and welfare of its employees, students and visitors to the school. The Trafalgar School at Downton will comply with the provisions of the Health and Safety at Work Act 1974. The Governing Body will ensure that the health and safety culture at the school continues to develop and will support all reasonable initiatives to ensure that this is maintained. A key feature of this culture is the awareness and acceptance by all staff of the individual responsibility to be proactive in the prevention of illness, injury, damage and loss within a strong framework supported and endorsed by the Governors and Headteacher.

The school will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment (in school and on off-site visits) in which its employees, students, parents/carers, contractors, volunteers, visitors and other persons affected by the school's operations can work.

The school will make the necessary assessments, identify safety training, establish procedures and provide information and supervision for employees at all levels.

We recognise that a school provides a unique working environment and our health and safety arrangements will focus particularly on the risks and hazards presented by the presence and schooling of young people and how these hazards change as students grow. Parents/carers who have students in our care will find that the safety and welfare of their child/children is considered at all times and whatever activities in which he/she/they might be engaged. This policy has taken account of Department for Education Advice document dated February 2014: Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and Governing Bodies.

### Organisation

#### The Board of Governors

The school's Governors have overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is made to support the policy.

This policy is referred and summarised in the staff Code of Conduct which is made available to all employees on an annual basis. When changes have been made to the policy, relevant updates will be issued through staff briefings and included in future versions of the staff Code of Conduct.

The Governors are responsible for the following aspects which are delegated to the Headteacher and through him, to the School Business Manager;

•	Complying with legislation and best practice in relation to premises, plant, equipment and all school activities
•	Providing adequate training, instruction, information and supervision
•	Ensuring the effective communication of health and safety matters
•	Consulting with employees on significant health and safety matters
•	Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities

### **The Finance and Resources Committee**

The Board of Governors delegates strategic management of the school's health and safety responsibilities to a Finance and Resources (Health and Safety) sub-committee comprising;

- 3 Governors with a special interest in health and safety
- Headteacher
- School Business Manager
- Site Manager

The Committee is responsible for;

- Review of school safety arrangements including the Health and Safety Policy
- Providing effective safety leadership
- Spreading a 'safety culture'
- Discussing specific health and safety issues and recommending course of action
- Examining the causes of accidents
- Bringing health and safety issues that affect the school to the attention of the Governors. These issues might be site or curriculum specific

### **The Headteacher**

The Headteacher is responsible for;

- Day-to-day health and safety operations which are delegated to the School Business Manager
- Attendance at Finance and Resources (Health and Safety) Committee

### **The School Business Manager**

Sets the Agenda for the Finance and Resources (Health and Safety) Committee Meetings and is responsible to the Headteacher for;

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities
- Providing adequate training and instruction
- Ensuring the effective communication of health and safety matters
- Consulting with employees on significant health and safety matters
- Attendance at Finance and Resources (Health and Safety) Committee
- Bringing health and safety issues affecting the site or the sector to the attention of the Committee
- Notifying enforcement authorities when required
- Ensuring that procedures are in place so that new staff receive a health and safety induction
- Delegating effectively the responsibility for specific safety precautions and arrangements to teaching and non-teaching Heads of Department
- Ensuring all meetings include health and safety on the agenda where applicable

### **Site Manager**

The Site Manager acts as the Safety Advisor and is responsible for:

- Supporting the School Business Manager and Finance and Resources (Health and Safety) Committee on the formulation and implementation of suitable arrangements for health and safety
- Discussing with the School Business Manager on the health and safety implications of proposed changes to plant, equipment, buildings and procedures
- Carrying out periodic inspections of school departments and general site areas and providing advice and recommendations for improvement where necessary
- Responding to requests for advice from colleagues relating to risk assessment, the drawing up and establishing of safe systems of work and any other health and safety issues. The Site Manager will not complete the work on behalf of the colleague. The school's intention is that all those tasked with health and safety responsibilities should have access to advice but will personally complete and take responsibility for

- their own procedures
- Investigating accidents on site and recommending changes and improvements where necessary
- Carrying out health and safety inductions for new members of staff

### Heads of Department

All Heads of Department have responsibility for;

- Ensuring as far as reasonably practicable, the safety of students, staff and visitors to the department. This includes departmental activities whilst 'out of the classroom'
- Obtaining sufficient knowledge through membership of subject specific organisations, advice from the School Business Manager, targeting of specific courses etc., to ensure competence in departmental health and safety matters. Ensuring all new staff receive suitable health and safety induction training with regard to school and departmental arrangements
- Identifying staff health and safety training requirements
- Producing appropriate, written risk assessments and safe systems of work
- Operating the risk assessments and safe systems of work within the department
- Communicating health and safety rules and procedures to all members of the department
- Ensuring any lesson plan includes consideration of health and safety. Where activities of a planned lesson fall outside the generic risk assessment for that type of lesson, particular consideration should be given to writing a specific risk assessment for that lesson
- Monitoring the effectiveness of the departmental health and safety arrangements and making timely adjustments when required
- Reviewing departmental health and safety arrangements on at least an annual basis
- Reporting health and safety concerns that cannot be adequately controlled through departmental procedures and responsibilities to the School Business Manager
- Ensuring that students, staff and visitors use required personal protective clothing and equipment at all times
- Seeking advice from the School Business Manager when required.
- Reporting all accidents to Student Services and ensuring any immediate procedural or physical changes that might be required as a result of the accident are made in a timely fashion to prevent accident happening again
- Reporting all near misses or dangerous occurrences to the School Business Manager
- Cooperating fully with any accident investigation and supporting the implementation of any resulting recommendations
- Ensuring all departmental meetings include health and safety on the agenda.
- Ensuring the department adheres to all school policies in relation to health and safety and in particular;
  - Health and Safety Policy
  - Fire evacuation
  - Students on school educational visits

Those in charge of the following departments all have responsibility for the specific health and safety arrangements within their own department. A written departmental safety policy and supporting risk assessments should be available for inspection from the relevant Head of Department. The specific responsibilities are as detailed above.

Administration	Design Technology	Mathematics
Art	English	Music
BVT	French	PSHE
Catering	Geography	Science
Food Technology	History	Spanish
Cleaning	IT Support	Sport and PE
Computing	Library	Student Services (including First Aid)
Drama	Maintenance	Trafalgar Sports Pitches

## **Employees Responsibilities**

In addition to the specific responsibilities detailed above, all employees must;

- Take reasonable precautions in safeguarding the health, safety and welfare of themselves and others who may be affected by their work and must co-operate with the school by working safely and efficiently
- Observe all health and safety rules and procedures laid down by the school and use any health and safety equipment provided
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, hygiene and welfare
- Cooperate with any requirements to use protective equipment or clothing
- Bring to the attention of the Head of Department/Line Manager any faulty equipment or other hazards
- Report all accidents, incidents or dangerous occurrences
- Seek advice from the Head of Department or Line Manager before taking any action when unsure of a particular work requirement, issue etc.
- Immediately report to the School Business Manager any damage to plant, property or equipment that might have health and safety implications
- Comply with the arrangements for information, instruction, training and supervision as it relates to health and safety

## **Co-operation**

Health and safety at school is a collective responsibility and a safe and healthy workplace can only be achieved with the full co-operation of every employee. For example, it is the responsibility of all members of the school to be particularly attentive to health and safety matters in areas where (such as corridors and outside spaces) and in activities when (such as transition times between lessons) there is a heavier reliance on general awareness than there might be in places and during activities which have more narrowly designated health and safety responsibilities. All employees have a duty to highlight any significant risks.

- Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others, co-operate with the school's health and safety efforts and carry out activities in accordance with training and instructions. They must also safeguard all persons to whom The Trafalgar School at Downton owes a duty of care, namely people to whom they may come into contact with in the course of their work; students, parents/carers, visitors etc.
- Employees should not be in any doubt that, if required, The Trafalgar School at Downton will apply disciplinary procedures to any employee who is in breach of this health and safety policy

## **Arrangements**

The following arrangements represent a framework for health and safety at The Trafalgar School either within risk assessments, safe systems of work and other procedures that are documented and operate.

Reference	Index
3.2	Contractors
3.3	Repairs and maintenance
3.4	Near misses and dangerous occurrences
3.5	Suggestions for health and safety improvements
3.6	Accident reporting
3.7	First aid
3.8	School trips
3.9	Grounds
3.10	Classrooms
3.11	Lone workers
3.12	Traffic on site
3.13	School transport
3.14	Minibuses
3.15	Stress
3.16	Security
3.17	Public events
3.18	Fire and building evacuation
3.19	Risk assessment: general
3.20	Risk assessment: specific
3.21	Electrical safety
3.22	Display screen equipment
3.23	Control of Substances Hazardous to Health Regulations (2002)
3.24	Manual handling
3.25	Slips and trips
3.26	Consultation arrangements

3.2	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for their acts and/or omissions on site</li> <li>• Ensure competence to conduct the work contracted for</li> <li>• Comply with the contractor code of practice</li> </ul>
3.3	<p><b>Repairs and maintenance</b></p> <p>Heads of Department must ensure that all their reporting staff are aware of repair and maintenance procedures. Where appropriate, all records of testing and inspections must be kept. Health and safety requests are prioritised by the School Business Manager.</p>
3.4	<p><b>Near misses or dangerous occurrences</b></p> <p>All employees should report any 'near miss' or dangerous occurrence to the School Business Manager or Site Manager by the quickest means possible. All incidents will be investigated.</p>
3.5	<p><b>Suggestions for health and safety improvements</b></p> <p>Employees are encouraged to report concerns or suggestions for improvement relating to our health and safety arrangements to the School Business Manager. A simple email to the School Business Manager would suffice.</p>
3.6	<p><b>Accident reporting</b></p> <p>All accidents must be reported to the School Business Manager. It is important to provide as full an account as possible, the School Business Manager is responsible for ensuring that this full account is transferred to an accident report form and recorded on the accident database. All accidents are reviewed by Resources Committee dashboard. Any further investigation required is made, normally by the Site Manager who will report and make any recommendations.</p> <p>The School Business Manager is responsible for reporting any 'reportable' accidents to the HSE (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR). Accidents must be reported under RIDDOR if they relate to serious injuries sustained by a member of staff or child – guidance contained in the HSE document 'Incident- reporting in schools (accidents, diseases and dangerous occurrences)' is followed. Accident statistics on site are reviewed in summary by the Resources Committee. The Committee also reviews specific accidents that are either severe in nature or which, on investigation, have implications for significant change to procedures, cost or both.</p>
3.7	<p><b>First aid</b></p> <p>Student Services are responsible for managing the first aid arrangements at the school during term time. A range of policies and procedures relating to illness, hygiene, accidents and dispensing medicines are operated. Lists of qualified 'first aiders' are posted in Student Services.</p>
3.8	<p><b>School trips</b></p> <p>The Educational Visits and Trips Coordinator is responsible for ensuring the school's 'Health and Safety on School Trips' policy operates effectively. Any member of staff planning a school trip must be fully aware of this policy's requirements.</p>
3.9	<p><b>Grounds</b></p> <p>Common areas such as the grounds, buildings, toilets, glazing etc., fall under the responsibility of the School Business Manager and Site Manager. Due to the size of the school site, it is incumbent on all employees to report health and safety issues immediately. Do not assume that problems, however obvious they may appear, have already been reported. Routine grounds inspections are conducted by the maintenance department and specialist contractors are used to assess the condition of trees, roofs, drains etc. Boilers, electrical equipment, local exhaust ventilation, gas appliances and other similar equipment are well maintained and inspected on a suitably regular basis by the Site Manager.</p>

3.10	<p><b>Classrooms</b></p> <p>Whilst classroom safety is the responsibility of the relevant teacher and the Head of Department, routine classroom inspections are also conducted, coordinated and planned by the Site Manager to ensure that health and safety controls are applied consistently and to assess the level of awareness of health and safety measures amongst staff. Feedback from these inspections has been provided and resulting actions taken.</p>
3.11	<p><b>Lone workers</b></p> <p>In the majority of cases the risk of working alone will be relatively low. If a member of staff intends to work alone for a prolonged period, in most instances the only additional requirement would be to ensure another person knows the proposed schedule. However, where a member of staff is intending to use equipment (e.g. lathe, kiln etc.) or is planning an unusual or hazardous activity whilst alone, the associated risks must be assessed and the ability to communicate in the event of an emergency directly addressed. The responsibility for this assessment would normally lie with the Head of Department.</p>
3.12	<p><b>Traffic on site</b></p> <p>Traffic risk assessments have been conducted by the Site Manager. This area is constantly under review and regularly discussed by the Resources Committee.</p>
3.13	<p><b>School buses</b></p> <p>Safety of students catching school buses is controlled by procedures laid down by the School Business Manager.</p>
3.14	<p><b>Minibuses</b></p> <p>Safety relating to school minibuses is managed by the School Business Manager. All members of staff approved to drive the minibus must have read and understood any policies in advance. The school minibuses are operated under a section 19 permit. The school places great reliance on the fact that staff driving will complete the required safety checks before driving the bus.</p>
3.15	<p><b>Stress</b></p> <p>The school supports all the Local Authority policies regarding stress management. It is important that Line Managers are aware of this policy and the support available.</p>
3.16	<p><b>Security</b></p> <p>Site security arrangements are made by the School Business Manager and Site Manager who patrols the grounds each evening. CCTV has been installed at the back gate. The camera covers the rear gate area the schools and will act as a deterrent as well as a source of evidence. The camera is fitted to an external wall. CCTV warning signs are posted at school locations. Entry to all school buildings is via mechanical door keys during hours of school business and are fitted with the required locks to secure the buildings out of hours.</p> <p>All staff must take responsibility for security by locking up any areas for which they are responsible or the last to leave. All visitors, contractors etc., should report to reception on arrival. Alternative arrangements may be made for known contractors to report direct to the Site Manager who will then issue them with visitor badges for the duration of the visit. All non-staff visitors must wear a visitor's badge. Staff should also challenge strangers on site unless the circumstances are considered dangerous in which case the matter should be reported to the relevant line manager immediately.</p>
3.17	<p><b>Public events</b></p> <p>Large public events at the school such as Open Days and school events such as Celebration Evening are assessed centrally by the School Business Manager. Smaller events such as plays, music recitals, sports day, science events etc., are the responsibility of the curriculum department putting on the performance or event.</p>

3.18	<p><b>Fire and building evacuation</b></p> <p>A fire risk assessment is carried out and maintained by the Site Manager. The risk assessment covers the following areas;</p> <ul style="list-style-type: none"> <li>• Fire detection and warning</li> <li>• Fire fighting</li> <li>• Means of escape</li> <li>• Safety management</li> <li>• Information/instruction/training</li> </ul> <p>Evacuation procedures are written and maintained by the School Business Manager details of which are contained within the fire evacuation procedures. Fire evacuation procedures are to be explained to all new employees on induction and are covered within the presentation given by the Site Manager. Specific fire evacuation instructions are displayed in classrooms, offices and other public places. Staff, and especially those who may be supervising students when an alarm is sounded, must know the evacuation procedure as it applies to their role at the school. The school will perform termly drills to ensure that these procedures are practiced.</p> <p>Any member of staff who has comments or concerns about the evacuation procedures following a fire drill or at any other time should contact the School Business Manager as soon as practically possible. Alarms are tested on a termly basis and together with the firefighting equipment, are maintained by a specialist contractor.</p> <ul style="list-style-type: none"> <li>• Fire risk assessment – held by School Business Manager</li> <li>• Evacuation procedures – internal policy files</li> </ul>
3.19	<p><b>Risk assessment: general</b></p> <p>The School takes very seriously its responsibility under the Management of Health and Safety at Work Regulations 1999 to assess and manage risk. All the teaching staff (and support staff managers) are trained to assess risk through the identification of hazards and evaluation of controls. Standard templates for conducting risk assessments are held on the local authority intranet site (Wisenet). In addition, in specialist departments such as Science, PE, Technology the Head of Department will ensure that any subject specific training that is required is carried out through external training. Questions, problems or concerns about conducting risk assessments should be referred to the Site Manager. Generic risk assessments for certain subjects and classroom activities are available from the Site Manager or School Business Manager. As a reminder, generic risk assessments can only be of use as a framework to create an assessment which properly reflects the activity at the school.</p>
3.20	<p><b>Risk assessment: specific</b></p> <p>A number of site-wide risk assessments have been completed and are available, with associated procedure and policy documents, from the Site Manager or School Business Manager for inspection. Although not an exhaustive list, these assessments include;</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Legionella</li> <li>• Asbestos</li> <li>• Display Screen Equipment (see DSE Policy – Internal Policy Files)</li> <li>• Traffic</li> </ul>
3.21	<p><b>Control of Substances Hazardous to Health Regulations (2002)</b></p> <p>It is important for every department to consider the substances used and to ensure that the risk of injury is either avoided or is low. A hazardous substance is one which, by law, must be labelled 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'. It therefore includes many substances such as</p>

	<p>paints, cleaning materials and laboratory chemicals. For each harmful substance we must;</p> <ul style="list-style-type: none"> <li>• Undertake a Risk Assessment</li> <li>• Prevent, reduce or control exposure</li> <li>• As a last resort provide Personal Protective Equipment</li> <li>• Test and monitor the measures</li> <li>• Keep records</li> <li>• Have in place an emergency plan in the event of exposure causing injury</li> <li>• Train staff in the use of the substance</li> </ul> <p>All hazardous substances have control sheets summarizing the hazard and first aid requirements. These sheets should be kept with the Risk Assessment and documented controls.</p>
3.22	<p><b>Manual Handling</b></p> <p>Manual handling is a process which requires human (as opposed to mechanical) effort to move or hold a load. As a basic starting point it is best to eliminate the need for manual handling if at all practicable. To the extent that the activity cannot be avoided a Risk Assessment is required. Examples of the factors to consider would be the size and weight of the load, the environment, the physical capability of the carrier and the level of training that has been carried out. Students should never be asked to carry heavy loads. The Site Manager includes manual handling as part of available CPD. If at all unsure, please seek his advice.</p>
3.23	<p><b>Slips and Trips</b></p> <p>This can prove a very serious hazard. Every floor, surface or traffic route should be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall. The bag racks in specific classrooms were installed as a direct result to mitigate trip risks. Bags in a classroom environment can pose a direct risk to the teacher who will be engaging with students and expecting a clear path between desks. Classroom inspection sheets should identify the level of this risk and whether a further assessment is required. The hazards and control measures relating to snow and ice on site are maintained by the Site Manager. General site inspections are carried out and rectified frequently where slip, trips and fall risks are identified.</p>
3.24	<p><b>Consultation Arrangements</b></p> <p>Staff (and parents/carers if appropriate) will be consulted when the school is considering any significant health and safety related change. Health and safety is a standing item on the agenda of the Finance and Resources Committee and is a feature of staff CPD.</p>
3.25	<p><b>Unauthorised access to workshops and laboratories and security of storage containers within these areas</b></p> <p>Unauthorised access into workshops by students, or any unauthorised individual presents a significant hazard. Each department should cover the risks of unauthorised access to the department or to storage areas within the department by assessment of the security routines in place.</p>
3.26	<p><b>Electrical Safety</b></p> <p>The school's Electrical Safety Policy covers;</p> <ul style="list-style-type: none"> <li>• Arrangements for the testing of portable appliances. No piece of electrical equipment should be used if it does not display a current testing label</li> <li>• General advice to users and purchasers of electrical equipment</li> <li>• Work of electrical contractors on site</li> <li>• Trailing leads and cables</li> <li>• Fixed installation testing every 5 years</li> <li>• Maintenance department responsibilities</li> </ul>

3.27

**Display Screen Equipment (DSE)**

The procedure for the risk assessment and safe use of DSE at The Trafalgar School is contained in the school's DSE Policy. The school's DSE Policy applies to colleagues who habitually use display screen equipment (VDU's/monitors) as a significant part of their normal work – (termed 'users' and defined on the first page of the policy). However, the policy also contains a number of very good practical tips relating to the use of this equipment and would therefore be of interest to all members of staff who use DSE. A specific assessment of the DSE risk is required for each 'user'. The Network ICT Manager will conduct assessments and provide training although the onus is on the "user" and the relevant Head of Department to read the policy and request an assessment. If in doubt, contact the School Business Manager. The advice provided by the policy relates to the workstation (Screen, table, chair, keyboard etc. and also to the immediate environment and the way in which tasks are conducted.

Refer to the Display Screen Equipment Requirements as stated on the HSE website nationally.

This Policy will be reviewed where there is significant change to either legislation, the school site or working practices and by the Finance and Resources Committee on an annual basis.

**Next Review:** July 2017