



Island Learning Centre

# **ISLAND LEARNING CENTRE**

## **HEALTH & SAFETY POLICY AND PROCEDURES**

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# HEALTH AND SAFETY POLICY

## PART 1 STATEMENT OF INTENT

- 1.1 The Management Committee of the Island Learning Centre (the Centre) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory, regulatory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and a reference copy kept on the shared drive.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Provide and maintain safe equipment.
- Ensure safe handling, storage and use of substances.
- Provide appropriate information, instruction and supervision for staff/students/visitors.
- Ensure staff are suitably trained and competent to do their work safely.
- Assess risks, record significant findings and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

## PART 2 ORGANISATION

As the employer the Local Authority (LA) has overall responsibility for Health and Safety.

At the Centre duties and responsibilities have been delegated to staff and the Management Committee as detailed below.

### 2.1 Responsibilities of the Management Committee

The Management Committee are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety member of the Management Committee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Management Committee.

The Management Committee will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

When required the Management Committee will seek specialist advice on health and safety from the LA Health, Safety and Welfare Team.

## **2.2 Responsibilities of the Head Teacher**

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

The Head Teacher has responsibility to:

- Co-operate with the LA and Management Committee to enable health and safety policy and procedures to be implemented and complied with.
- Communicate the policy and other appropriate health and safety information to all relevant people including visitors and contractors.
- Ensure effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Report to the Management Committee on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Report to the LA any significant risks which cannot be reduced to as low as reasonably practicable within the establishments budget.
- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitor purchasing and contracting procedures to ensure health and safety regulatory and best practice requirements are included in contract specifications and conditions.

## **2.3 Responsibilities of Business Manager**

- Ensure that health and safety statutory duties are acted on and that necessary records are maintained.
- Request the assistance of competent persons to help with specific health and safety issues.
- Ensure that the accident reporting procedures are followed and records maintained.
- Make staff aware of specific health and safety training that may be beneficial for their function and ensure records are maintained of any training.

## **2.4 Responsibilities of staff holding posts of special responsibility – to include subject leads and Educational Visits Co-Ordinator (EVC).**

- Apply the school's health and safety policy to their department or area of work.
- Ensure that staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, Association for Physical Education (AfPE) etc.)
- Ensure risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report and record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) and incidents of violence and aggression occurring within their area of responsibility are promptly reported and investigated.

## **2.5 Responsibilities of teaching staff**

Teachers are responsible for the safety of pupils under their supervision and, control measures indicated by risk assessments will be implemented to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

## **2.6 Responsibility of First Aiders**

The role of the First Aider is to administer immediate first aid to employees, pupils and visitors to the Centre who may have suffered injury or ill health.

The First Aider will ensure that an Accident record is completed and where a student is concerned the Centre first aid log is also completed.

## **2.7 Responsibilities of contracted caretaker/cleaners**

Since pre 2015, the school has a contract with an external cleaning company to provide a caretaker and cleaners.

The contracted caretaker/cleaners are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Risk assessments of activities shall be undertaken by competent persons, the significant findings recorded and made available to those employees who may be affected by the hazards identified.

Where potentially hazardous substances are used they will be assessed under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and any identified control measures will be implemented. Where it has been identified as required, by the COSHH assessment, personal protective equipment will be supplied. COSHH assessments will be obtained from the cleaning company on an annual basis.

## **2.8 Responsibilities of all staff.**

All staff have a responsibility for the health and safety of themselves, their colleagues, students and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report to their manager any shortcomings in the employer's health and safety arrangements, equipment or premises. All activities within the workplace are subject to Risk Assessment.

All staff have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Centre's health and safety policy and procedures at all times.
- Initiate and monitor safe working practices, this includes use of equipment, materials and the organisation of activities.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with the Centre management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their manager.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Advise the Head Teacher of any Health and Safety training requirements.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **PART 3 ARRANGEMENTS**

It is important that the daily activities of all staff, young persons, contractors and visitors are conducted in a way which is as safe as possible.

Arrangements for the signing in and out of all visitors and contractors are used at the Centre.

### **3.1 General Risk Assessments**

Risk assessment shall be undertaken for all activities and areas which present a potential to cause harm. The risk assessment will identify any hazards, the risk they present and any control measures which are already

in place. They will also identify any remedial actions required to reduce the likelihood of harm occurring.

Only persons deemed competent to carry out risk assessments have been authorised to do so by the Head Teacher, these persons are listed in Appendix A.

The risk assessments are available for all staff to view and are held centrally in a shared folder these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### **3.1.1 Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Head Teacher/ tutor.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their manager of any medical conditions (including pregnancy) which may impact upon their work.

### **3.1.2 Curriculum Activities**

Risk assessments for curriculum activities will be carried out by subject leaders using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use for example in scheme of work, lesson plan etc.

In addition the following sources of guidance are used within the Centre:

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice
- Safeguards in the school laboratory 11<sup>th</sup> edition Association for Science Education (ASE)
- Topics in Safety 3<sup>rd</sup> Edition Association for Science Education (ASE)
- National Society for Education in Art & Design (NSEAD)
- Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Safe Practice in Physical Education and School Sport' Association of PE 2016 - Association for Physical Education

### **3.2 Offsite Visits**

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visit Health and Safety Provider (Hampshire Outdoor Education Services) via the Evolve computer system who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head Teacher.

All trips will require full risk assessment, the relevant approvals as well as parental consent before they can go ahead.

Planning for the trip should include appropriate provision for first aid.

Information about injuries sustained during an offsite visit must be relayed back to the Centre as soon as possible so that the requirements for accident reporting are met within specified timescales.

**Private Work Placements** – the Centre will make all the health and safety checks following the Education Business Partnership guidelines.

Arrangements regarding off-site activities are managed in accordance with the Educational Visit Planning and Approval Policy.

### **3.3 Health and Safety Monitoring and Inspections**

A general inspection of the site will be conducted on a 6 monthly basis by the Head Teacher and the results, as well as any corrective actions arising from it recorded.

Inspections of individual departments will be carried out by subject leads that will complete a written report and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher.

A named Management Committee member will be involved in an audit of the school's health and safety management systems with the IOWC on an annual basis and report back to the Management Committee.

The School's health and safety advice provider (Isle of Wight Council Health, Safety and Welfare Team) will conduct an annual audit of the school's safety management system and physical arrangements. The outcome of this visit will be provided to the Head Teacher who will be responsible for following any identified areas of concern.

The Isle of Wight Council in its capacity as employer will from time to time arrange for additional inspections of particular areas to be carried out either by its own staff or specialist contractors when the need arises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

### **3.4 Fire Safety**

The Head Teacher is responsible for ensuring a fire risk assessment of the school is undertaken and implemented. The fire risk assessment is located in the school's fire record book and will be reviewed on an annual basis or following any changes which impact on the fire safety of the at the site

Emergency evacuation procedures to be followed in the event of fire are part of the induction process undergone by all staff. This is re-enforced and practiced through periodic fire evacuation drills which will be held at least once per term. Visitors are also notified of fire evacuation procedures by briefing by receptionist and signs in the building.

Emergency exits, fire alarm call points, evacuation routes and assembly points are clearly identified by appropriate safety signs and notices.

A **fire officer** has been appointed to manage the fire arrangements including risk assessments, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. In the event of a fire the fire officer is expected to take the lead with liaising with the emergency services and to

provide any information they may require. The appointed fire officer is identified in Appendix A.

**Fire marshals**, which will have had training in this role, have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that in the event of evacuation the site is clear of people and report this fact to the fire officer. Where an area of the site cannot be checked due to the presence of a danger such as flames or smoke, this fact should be reported to the attention of the fire officer who can notify the emergency services. Appointed fire marshals are listed in Appendix A.

Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or their representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.

- **Fire alarms** are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
- **Emergency lighting systems** will be tested monthly and maintenance carried out six monthly.
- **Firefighting equipment, such as extinguishers** will be visually inspected weekly and maintenance carried out yearly.
- **Fire risks assessments** are carried out, reviewed annually and are available for inspection if required. Specific fire hazards are identified and risks determined. Where it is considered appropriate, controls are implemented. Details of chemicals and flammable substances on site will also be held in the assessment and will be made available to the emergency services when they arrive to deal with an incident.
- **Means of escape** - Daily checks for any obstructions on exit routes and final exit doors are undertaken to ensure that they are operational and available for use.

### 3.5 First Aid/Medication

The Centre has assessed the need for first aid provision and the identified staff that have been trained to provide first aid, both on site and if required on trips/visits and extra-curricular activities.

All accidents are reported to an appointed person (see Appendix A).

Reports of all first aid treatments shall be maintained and held in the main admin office.

All accidents and injuries to staff and visitors as well as any injury to students beyond bumps and grazes should be notified to the LA via the online WorkRite accident reporting system.

Parents/Carers will be informed of any injury or illness to their child by their teacher or appointed person.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of a student with their parents/carers.

**First aid boxes are stocked as per Health & Safety Executive (HSE) guidance and are located in the:**

1. Admin Office
2. Minibus (one in each)
3. Life skills room plus burns kit
4. Primary – Breakfast room
5. Cabin - kitchen
6. Science practical room
7. Art Room
8. Box held by HLTA - Officer in Charge of Offsite Adventurous Activities and PE
9. Box held by HLTA for KS3b for offsite trips

Contents are checked and maintained by an appointed person (see Appendix A). The appointed person is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits and those in vehicles are complete and in date. Any out of date stock is to be disposed of and missing items to be replenished as necessary.

### **Administration of medicines**

All medication will be administered to pupils in accordance with Schools Medication Policy. This includes the School's requirements for storage, administration and record keeping. It also sets out the School's procedures to be followed in the event of an emergency.

### **Health Care Plans**

Parents/carers are responsible for providing the Centre with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis/being communicated to the school and will be reviewed annually by the Senior Leadership Team (SLT).

All staff are made aware of any relevant health care needs and copies of health care plans are available in the student file.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

### **3.6 Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated.

Staff must report all such violent and aggressive incidents to their manager to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Reported incidents should be notified to the LA via the WorkRite online system for monitoring and reporting purposes.

The Centre will work in partnership with the LA and police where inappropriate behaviour or individual conduct compromised the Centre's aims in providing an environment in which the students and staff feel safe.

The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.

### **3.7 Accident Reporting and Recording**

Accidents, injuries, near misses, reportable disease, work related illness and incidents of violence and aggression must be recorded and where required reported to the LA Health & Safety department by the Centre's appointed person (see Appendix A) using the WorkRite system.

#### **Accidents to employees**

As the LA is the employer **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting, WorkRite.

#### **Accidents to pupils and other non-employees (members of public, visitors to site etc.)**

A local accident book in the admin office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to the LA using the online accident reporting system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises, equipment defects, working practices or a lack of supervision.

All major incidents will be reported to the Head Teacher and the Management Committee. Parents/carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to Management Committee as necessary.

The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar incidents recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Any injury or accident where it is indicated by the injured party or in the case of a student, their parents, guardians or carers that they may pursue a personal injury claim must be notified to the LA insurance team immediately.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the HSE.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises or equipment, due to the way equipment or substances were used or due to a lack of supervision/organisation etc.

Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

**All incidents notified to the HSE must also be reported to the LA Health, Safety and Welfare Team.**

## **3.8 Housekeeping**

The buildings will be cleaned by an employed cleaning company every week day. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.

The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

**Stacking and storage** - Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff and visitors. Material must not be stored so that it blocks or obstructs fire exits or fire escape routes. Equally combustible material must not be stored in such locations.

**Stairs, cloakrooms and exits etc**, will be kept clear of obstructions (including electrical cables and other trip hazards).

**Main reception area** – all staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

## **3.9 Health and Safety Training**

The Head Teacher will ensure that employees with responsibilities for health and safety are competent and have received appropriate training.

### **Health and Safety Training**

All employees will be provided with:

- induction training
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be maintained for all employees and periodic examination of these will identify any training needs.

Each member of staff is also responsible for drawing the Head Teacher's or manager's attention to their own personal needs for training and must not undertake tasks unless they are confident that they have the necessary competencies.

### **3.10 Lone working**

Staff are encouraged not to work alone in the Centre. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must ensure that there is another person in the building with them or they must use the 'Lone Working' procedure.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

### **3.11 Premises or Work Equipment**

All staff are required to report to the Head Teacher any defects found with plant/equipment. Defective equipment will be clearly marked and taken out of service. Where possible this will be by storing it in a secure location pending repair or disposal.

The caretaker is responsible for his own equipment used within the Centre. He will keep an equipment register and ensure that any specific training or instruction and personal protective equipment requirements identified in the relevant risk assessments are complied with. The Centre has a stepladder that will be used only by the Caretaker.

#### **Curriculum Areas**

Subject Leads are responsible for ensuring maintenance requirements for equipment in their area are identified and implemented.

#### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Business Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

The nominated person responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing can be found in Appendix A.

Personal items of equipment (electrical or mechanical) must not be brought into the Centre without prior authorisation and only following a formal inspection for electrical safety.

A fixed electrical installation test (fixed wire test) will be conducted by Property Services and certification retained at the Centre.

### **3.12 Control of Substances Hazardous to Health (COSHH)**

*Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).*

Within curriculum areas (in particular science and DT) Subject Leads are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the nominated person responsible for substances hazardous to health is the Business Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are safely and securely stored so as they cannot be accessed by unauthorised persons including students.
- All chemicals are kept in their original packaging or appropriately labelled containers (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Business Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

### **3.13 Asbestos**

A survey has been carried out for the presence of asbestos containing materials (ACMs) and where necessary identification labels placed.

The Centre's asbestos log (including Centre plans, asbestos survey data and site specific management plan) is held in the Admin Office.

The Head Teacher will ensure that all Centre staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Business Manager who will contact Property Services. The Centre will work with Property Services regarding asbestos management.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher/asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA.

### **3.14 Legionella**

A survey has been carried out on the water systems within the Centre to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Where necessary water system pipe-work improvements have been undertaken and regular treatment and monitoring of the water system is carried out.

Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to the Centre recommencing. A record is maintained of this maintenance.

### **3.15 Lifting and Handling**

Injuries caused by incorrect lifting and handling of objects, (which need not be large or heavy) are common. Therefore any operation where lifting or

handling is involved should be avoided where possible, or risk assessed to determine the best method of minimising the risk of injury.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Staff should ensure they are not lifting heavy items, equipment or people unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. that they are required to use.)

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## **3.16 Contractors**

All contractors used by the Centre shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. They will also be required to check the asbestos register to determine if any of their activities will impact on any known or suspected areas of asbestos containing material.

The Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether adequate controls are in place and working effectively.

Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to Centre employees, students and others and detail the controls that will be adopted to protect them.

Staff and students are expected to co-operate with any control measures put in place by contractors.

Contractors are not permitted to lone work, and will be supervised by a staff member during Centre hours unless a DBS is held.

## **3.17 Working at Height**

No staff should work at height unless it is agreed by their manager that it is necessary and they have had suitable training. Working at height can present a significant risk and is one of the biggest causes of fatalities and serious injury in the workplace.

Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction will be provided to all staff that use ladders or stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where this is identified as part of an individual's role.

The Centre's nominated person responsible for working at height can be found at Appendix A.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risk from fragile surfaces is properly controlled.

### **3.18 Slips and Trips**

The Centre internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A).

The risk assessment shall include areas such as:

- Internal and external steps and stairways.
- Carpets and floor coverings.
- Eating area cleanliness and spillage.
- Caretaking and cleaning activities.
- Outside paving, walkways and other hard surfaces.
- Grounds including pitches.
- External lighting effectiveness.

Particular attention must be given to areas such as fire escape routes which may be used in conditions of poor or no visibility.

Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all staff.

### **3.19 Display Screen Equipment (DSE)**

All staff who use computers daily, as a significant part of their normal work e.g. admin/office staff should carry out a DSE self-assessment and bring any required corrective actions to the attention of their manager for action.

Those staff identified as DSE users are also entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available on the <http://www.healthyworkinglives.com/advice/work-equipment/display-screen-equipment-dse>

### **3.20 Stress/Wellbeing**

Stress is acknowledged by the Centre as a potential cause of staff ill health and all efforts are made to reduce it. Support for staff feeling stress is available from the manager who will support staff with work related problems where possible. Guidance on stress can be sought from the HR Team and the Health, Safety and Welfare Team.

Additionally information for teachers can be found on the Education Support Network. (<http://www.educationsupportnetwork.org.uk>)

The Head Teacher is responsible for supporting the Centre Workplace Wellbeing Policy.

### **3.21 Alcohol, Drugs and Smoking**

The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff, student or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate action.

The Centre is a smoke free site and any staff wishing to smoke will need to leave the premises.

### **3.22 New and Expectant Mothers**

The Centre recognises the fact that new and expectant mothers (NEMs) are at an increased risk of injury to themselves and their unborn child

To ensure the safety of the NEM the management of potential risks is required. This is done by a competent person carrying out a specific and individual risk assessment in consultation with the NEM and the implementation of controls to eliminate or reduce risk.

The NEM will be allowed to take appropriate rest breaks in a suitable area and have a safe place to eat.

### **3.23 Transport/Vehicles**

All employees who drive their own vehicles for work purposes including employees, who attend the occasional day away from their workplace on a course, should have the following documents checked and evidence recorded of this check on an annual basis:

- Driving Licence
- Insurance (with 'Business Use' stated)

- MoT (if applicable)

When staff transport children the following controls are necessary:

- A risk assessment must be carried out.
- If a child has any special needs then an additional adult must accompany.
- Male employees will not transport female pupils alone.

### **Vehicles**

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not be used for pedestrian access.

### **3.24 Minibuses**

School Minibuses are insured by the LA who is also the registered keeper of the vehicles. Anyone who wishes to drive a school minibus must have:

- A council vehicle driving authorisation (CVDA) renewable annually
- A minibus permit renewable every 3 years

The school will maintain a list of staff who meet these criteria. Staff with a CVDA who get penalty points on their license must notify this to the LA as soon as possible.

A check sheet is kept in each vehicle which must be completed every time the vehicle is used.

The maintenance, servicing and MOT testing of the minibuses is arranged by the Fleet Management Team who will co-ordinate with the School to arrange access to the minibuses when they are required for these operations.

Any noted defects on the vehicles must be reported to the Fleet Management Team for rectification. Any vehicle found to have a defect rendering it unsafe or un-roadworthy must be taken out of use immediately.

### **3.25 Work Experience**

The HLTA - Officer in Charge of Offsite Adventurous Activities and PE (see Appendix A) is responsible for managing and co-ordinating such activities.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by the co-ordinator who will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. .
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.

- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser/ H&S Team at the earliest possible opportunity.

## Appendix A - Persons with specific H&S responsibility

Job Title	Responsibility
Head Teacher	Policy, implementation and monitoring of H&S.
Business Manager	Policy, implementation, monitoring and training of H&S
Caretaker	Regular checks of: <ul style="list-style-type: none"> <li>• Fire and alarm systems</li> <li>• Play equipment</li> <li>• Ladders</li> </ul>
Designated Management Committee Member	Involved in the H&S audit with the IOWC
Business Manager	Monitor that the requirements of the H&S Policy are delivered. Liaise with LA on H&S issues. Accidents, injuries, near misses, reportable disease or work related illness
Business Manager	Contractors on site
Business Manager	Fire Officer - Ensure fire arrangements are operational.
Admin Officers	Fire Marshalls Responsible for ensuring the building is cleared and a role call is taken for all students, staff and visitors.
Business Manager	Risk Assessments Undertake for activities which have the potential to cause harm (including slips and trips) Undertake generic and where appropriate specific RAs for potentially hazardous handling activities, including objects and people
Officer in Charge of Offsite Adventurous Activities and PE	First Aider Application of first aid at work level
Trained first aiders	First Aider Application of first aid – emergency aid level

<b>Job Title</b>	<b>Responsibility</b>
Officer in Charge of Offsite Adventurous Activities and PE	First Aid Boxes Ensure that the boxes are checked
Business Manager	PAT Testing Undertake and hold central record for all areas
Business Manager	Violence and aggression Record incidents and ensure follow up action
Educational Visits Co-ordinator	Management of offsite trips and visits
Officer in Charge of Offsite Adventurous Activities and PE	Management of work experience placements
Science Teacher	COSHH Undertake assessment of substances held within science room, including storage and use
Business Manager	COSHH Ensure contractors have appropriate assessments in place, including storage and use
Business Manager	Asbestos Register Communication to contractors Any damage to materials known or suspected to contain asbestos reported to Property Services.
Business Manager	Working at Height Undertaking RAs for activities involving working at height and oversee
Business Manager	Recording and Reporting Record and report accidents, injuries, near misses, reportable diseases or work related illnesses
Business Manager	Display Screen Equipment DSE risk assessments

## **Appendix B - Fire Safety**

### **1.1. Fire Instructions**

- 1.1.1. A Fire Evacuation Plan is in place and this is made available to all staff.
- 1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

### **1.2. Fire Alarm**

- 1.2.1. The fire alarms are tested weekly every Friday evening.
- 1.2.2. A Fire Test Record Book is maintained and held in the main admin office

### **1.3. Fire Drills**

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly point is the Secondary School – Car Park.
- 1.3.3. Records are maintained of drills and are held in the main admin office.

### **1.4. Fire Fighting**

- 1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- 1.4.2. Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

### **1.5. Fire Hazards and Fire Risk Assessments**

- 1.5.1. Storage of cleaning substances only in a locked cupboard.

### **1.6. Maintenance of Fire safety equipment is carried out by competent contractor;**

- 1.6.1. Emergency lighting – IOW Council Property Services
- 1.6.2. Fire extinguishers maintained – Wight Fire and Security
- 1.6.3. Fire alarms Maintained – Lifeline Alarm Company
- 1.6.4. Fire Safety Signs and identification of escape routes – Lifeline Alarm Company

## Appendix C – Contacts and information

<p><b>Health and Safety Executive (HSE)</b></p> <p>To report a fatality at school Other reportable injuries and incidents</p>	<p><a href="http://www.hse.gov.uk">www.hse.gov.uk</a> 0345 300 9923 <a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a></p>
<p><b>Health, Safety and Welfare Team – LA</b></p> <p>Health and Safety advice queries</p>	<p>Health &amp; Safety Team, County Hall, Newport, Isle of Wight, PO30 1UD Tel: 01983 821000 Ext 6425/8910 <a href="mailto:hsassistance@iow.gov.uk">hsassistance@iow.gov.uk</a></p>
<p><b>Curriculum Activities</b></p>	<ul style="list-style-type: none"> <li>• Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <a href="http://www.ase.org.uk/">http://www.ase.org.uk/</a></li> <li>• Topics in safety, 3<sup>rd</sup> Edition ASE</li> <li>• National Society for Education in Art &amp; Design (NSEAD) <a href="http://www.nsead.org/hsg/index.aspx">http://www.nsead.org/hsg/index.aspx</a></li> <li>• Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a></li> </ul>
<p><b>Insurance Queries</b></p>	<p>Insurance Team, County Hall, Newport, Isle of Wight, PO30 1UD Tel: 01983 821000 Ext 6203 <a href="mailto:insurance@iow.gov.uk">insurance@iow.gov.uk</a></p>
<p><b>Minibus Queries</b></p>	<p>Fleet Management, County Hall, Newport, Isle of Wight, PO30 1UD Tel: 01983 821000 Ext 4678</p>
<p><b>Fire and Arson Advice</b></p>	<p>Community Safety, Newport Fire Station. Tel: 01983 533834</p>
<p><b>Moving Children</b></p>	<p>Medina House School Tel: 01983 522917 St George's School Tel: 01983 524634</p>
<p><b>Medical support/advice</b></p>	<p>NHS– 111St Mary's Hospital – 01983 822099 School Nurse – 01983 821388</p>

<b>Training</b>	Learning and Development Community Learning Centre Brading Road, Ryde, Isle of Wight, PO33 1SQ <a href="mailto:Learning.development@iow.gov.uk">Learning.development@iow.gov.uk</a> Tel: 01983 821000
<b>Managing Stress at work</b>	Education Support Network <a href="http://www.education supportnetwork.org.uk">http://www.education supportnetwork.org.uk</a>