



# Richmond Hill School Health & Safety Policy

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**We aim to in all we do to -**

**'Empower, Embrace and Encourage'**

|                                          |                                    |
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| This is school policy                    |                                    |

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## Scope of the Policy

This Policy applies to all educational establishments where Luton Borough Council (LBC) is the employer. It is augmented by corporate and departmental health and safety arrangements, procedures and safe systems of work as deemed appropriate.

### Application to Educational Establishments

In a community educational establishment in Luton, the **employer's** legal duties are placed on Luton Borough Council (LBC). In turn, through the formal Scheme of Delegation, certain responsibilities are placed on governing bodies and Headteachers. In order for the system to work effectively, an educational establishment should set out its arrangements and this is most conveniently done in the H&S policy. Whilst having a policy is not, strictly speaking, a community educational establishment's legal responsibility, LBC considers it to be an essential element of an educational establishment's H&S management system. It is a document LBC always looks for in its monitoring activities.

This policy sets out education-specific responsibilities and arrangements for the management of health and safety; however, school staff employed by LBC should also read the council's Corporate Health and Safety Policy (CHS001) and the corresponding Corporate Health and Safety Manual; this includes the requirement to share information relating to various hazards for example by use of the council's online incident reporting system (AssessNet).

Where other educational establishments subscribe to a Service Level Agreement from LBC, they may amend this model policy to suit their local needs.

### Governor Involvement

In an educational establishment, although one governor may be given the role of health and safety governor, all governors share a collective responsibility for the management of health and safety. Individual governing bodies may make their own specific system, but the minimum expectation is a termly governor(s) inspection of premises; governors may also wish to include an annual detailed examination of policies, incident investigation and the vetting of risk assessments. In general terms, the governing body's role is as a critical friend with a strategic eye. Every educational establishment will have its own approach and there is no definitive description of the role of governors in health and safety management. Their involvement may range from planning to spend the budget to deal with a major H&S need such as the installation of a new fire alarm system, to checking that risk assessment information refers to LBC or national advice. The governor's role can vary over time, but the details of the involvement in health and safety management should be recorded in the local H&S policy.

# HEALTH AND SAFETY POLICY

## Richmond Hill School

### Part 1: General Statement of Health and Safety

The governors and Headteacher acknowledge and accept that:

1. Luton Borough Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at local level and to implement corporate policies. These responsibilities must be laid out in the scheme of delegation for the educational establishment and are covered in general terms in Part 2: of this policy - the organisation section.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and

- To support the published policies and aims of LBC;
  - To promote continuous improvement in the health and safety performance
  - To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from LBC are implemented.
  3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of LBC and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the establishment is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

Do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work. **This document must be made available to all staff in the educational establishment.** *NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.*

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf, and by the Headteacher.

(Chair of governors)

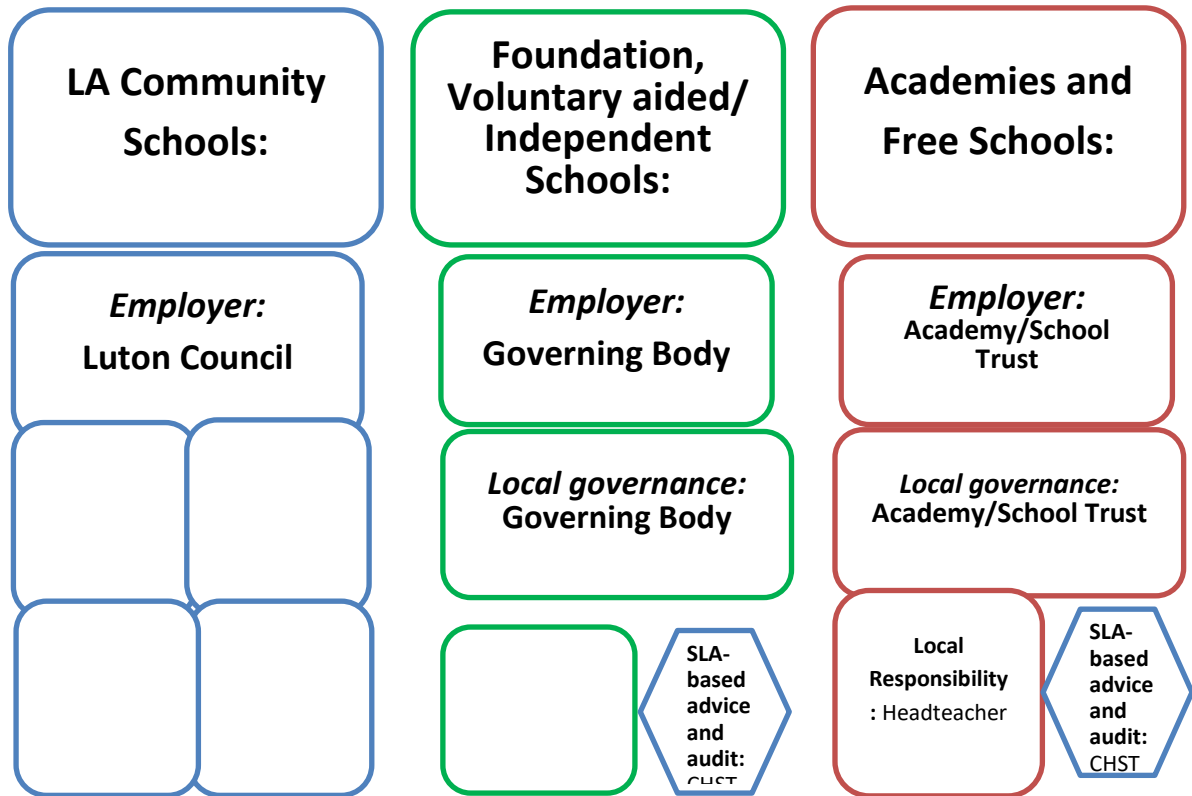


(Headteacher)

**Part 2: Organisation**

As the employer, Luton Borough Council has overall responsibility for health and safety in Community and Voluntary Controlled Educational Establishments.

The roles and responsibilities of the Governing Body, Headteacher and Employees are set out below:



Educational establishments is a term given to schools, nurseries & special schools

At a local level duties and responsibilities have been assigned to staff and governors as detailed below:

| <b>Task</b>                                            | <b>Responsible Person Name/job title</b>              |
|--------------------------------------------------------|-------------------------------------------------------|
| Local H&S System & Policy review                       | Headteacher                                           |
| Health & safety committee and/or governor committees   | H&S Governor                                          |
| Communication and information management               | Headteacher/LBC<br>relevant Depts.                    |
| Critical Incident Management                           | Incident manager (Office Manager)                     |
| 'Responsible Person' for fire, legionella, asbestos    | Headteacher                                           |
| <sup>1</sup> H&S Training                              | Headteacher/ Assistant Head (Induction Manager) / SBM |
| Programmed updating training                           | Headteacher/ Assistant Head (Induction Manager) / SBM |
| Personal safety procedures                             | Headteacher/ Assistant Head (Induction Manager) / SBM |
| Planned checks Procedures/Premises/Equipment           | Premises Manager / Site Agent / SBM                   |
| Risk assessments for premises/job roles/pregnant staff | Premises Manager / Site Agent / SBM / SLT             |
| Infection Control                                      | Premises Manager / Site Agent                         |

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<sup>1</sup> Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

|                                                                       |                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| Incident reporting/investigation                                      | Headteacher/ HR Dept – & Healthcare Leads                         |
| Educational trip and activity risk assessments                        | SLT / Teachers / Extended Learning Lead                           |
| Fire procedures including personal emergency evacuation plans (PEEPS) | Headteacher/SLT/Pathway Leads                                     |
| Locally organised premises maintenance, repair and improvement        | Premises Manager / Site Agent / SBM                               |
| First Aid (training and equipment)                                    | SLT/Healthcare Lead                                               |
| Vehicle control and pedestrian safety                                 | Headteacher/Transport Co-ordinator/Site Agents/SLT/Family Workers |
| Educational visits coordinator (EVC)                                  | SLT / Extended Learning Lead                                      |
| Stress and Wellbeing                                                  | Headteacher / Wellbeing Committee / HR Dept                       |
| Minibus                                                               | Transport Coordinator / Site Agents                               |
| Child Protection Coordinator                                          | Headteacher/Family Workers/DSL                                    |
| Supporting pupils with medical needs                                  | Teaching Staff / Healthcare Leads / Trained First Aiders          |
| Premises Security                                                     | Premises Manager / Site Agent                                     |
| Contractors on site                                                   | Premises Manager / Site Agent / SBM                               |
| Outside lettings                                                      | Premises Manager / Site Agent / SBM                               |

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the Responsible Person.

**All staff** should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the local organisation and follows the overall management structure of the educational establishment. For example, a head of department or subject coordinator therefore has an implied higher level of responsibility than a basic grade teacher, even if the H&S policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

LBC's Health and Safety Team, Tel: 01582 546290

[DL-BCCorporateHealthAndSafety@luton.gov.uk](mailto:DL-BCCorporateHealthAndSafety@luton.gov.uk) provide competent health and safety advice for community, community special and voluntary-controlled educational establishments

### **Part 3: Arrangements**

Detailed information on the council's expectations is provided in LBC's Corporate Health and Safety Policy and associated LBC Corporate Health and Safety Manual. Below are links to local arrangements.

*The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the LBC Corporate Health and Safety Manual which covers many other risk areas, codes of practice and guidance notes.*

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Arrangement 1  | Risk Assessments – Includes COVID-19 related risk assessment & PEEPs |
| Arrangement 2  | Offsite visits                                                       |
| Arrangement 3  | Health and Safety Monitoring and Inspections                         |
| Arrangement 4  | Fire Evacuation and other Emergency Arrangements                     |
| Arrangement 5  | Fire Prevention, Testing of Equipment                                |
| Arrangement 6  | First Aid and Medication                                             |
| Arrangement 7  | Accident Reporting Procedures                                        |
| Arrangement 8  | Health and Safety Information and Training                           |
| Arrangement 9  | Personal safety /Lone Working                                        |
| Arrangement 10 | Premises Work Equipment                                              |
| Arrangement 11 | Flammable and Hazardous Substances                                   |
| Arrangement 12 | Asbestos                                                             |
| Arrangement 13 | Contractors                                                          |
| Arrangement 14 | Working at Height                                                    |

|                |                          |
|----------------|--------------------------|
| Arrangement 15 | Moving and Handling      |
| Arrangement 16 | Display Screen Equipment |
| Arrangement 17 | Vehicles                 |
| Arrangement 18 | Lettings                 |
| Arrangement 19 | Minibuses                |
| Arrangement 20 | Stress                   |
| Arrangement 21 | Legionella               |
| Arrangement 22 | Local Swimming and Pools |
| Arrangement 23 | Work Experience          |

## ARRANGEMENT 1: RISK ASSESSMENTS

*Guidance: The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions (some may be incorporated into job role or task-based risk assessments):*

- *First aid arrangements, (numbers of trained staff, level of training and equipment)*
- *Lone working situations, including custodian security checks and locking up*
- *HR Stressor Assessment*
- *Educational visits and trips*
- *Tree Maintenance*
- *Display screen equipment/workstations*
- *Manual handling*
- *New and expectant mothers*
- *Level of supervision in playgrounds and for play equipment\**
- *Working at height*
- *Hinge protectors for doors and gates*
- *Clinical waste*
- *Supervision of swimming (on or off site)*
- *Fetes, drama productions, Pedestrian safety where vehicles may be moving*
- *In some cases, new students, those returning after a previous exclusion or students transferring from other educational establishments may present challenging behaviour. A specific risk assessment may be required to assist with identifying measures the establishment should take to assist staff to cope. See also Luton Borough Council's POL-CHS002: Education Violence and Aggression Policy*
- *COVID-19 Recovery Plan*
- *Personal Emergency Evacuation Plan (PEEP)*

*\* For playtime, there is no minimum pupil/staff supervision ratios laid down in law. The DfES advises that the numbers of staff (teachers or midday supervisors as appropriate) on duty at any one time should be determined according to the results of a risk assessment which takes into account the ages and abilities of the children and the geographical features of the school. The considerations here are based on health and safety law and the ratios must be in line with the minimum requirements necessary to ensure that children are safely supervised at all times.*

*Below is guidance from other councils regarding recommended supervision:*

*Nursery Pupils - 1 supervisor per 20 pupils*

*Infant Pupils - 1 supervisor per 30 pupils*

*Junior Pupils - 1 supervisor per 75 pupils*

- **Agreed playground supervision for Richmond Hill School – minimum of 1 person per class group. Ratio 1 staff to 8-10 pupils plus additional staff per class for specific individual children.**

## General Risk Assessments

The educational establishment conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Senior Leadership Team following guidance contained in the Corporate Health & Safety Manual are approved by the Headteacher

Risk assessments are available for all staff to view on request and are held centrally on a shared computer drive 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.

## 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 [relevant line manager] such risk assessments will be reviewed on a regular basis.

COVID-19 Specific Risk Assessments for pupils have been undertaken and documented. Black, Asian and Minority Ethnic (BAME) staff members have also been risk assessed.

Pupil risk assessments have been shared with an external charity (Autism Beds) that runs a summer club for two weeks during the summer holiday period. Parental agreement has been gained for the sharing of this information.

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

Personal Emergency Evacuation Plans (PEEPs) risk assessments are completed for all pupils who require assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the child's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the child's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

## Curriculum Activities

Risk assessments for curriculum activities will be carried out by Class Teachers/Subject Leads (using the relevant codes of practice and model risk assessments detailed below).

All LBC community educational establishments have a subscription to CLEAPSS and their publications<sup>2</sup> are used as sources of model risk assessment within science, art and DT.

In addition the following publications are used locally as sources of model risk assessments:

### *[Primary Educational Establishments]*

- *[Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ] ISBN ISBN 978-0-86357-426-9]*

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<sup>2</sup> CLEAPSS [www.cleapss.org.uk](http://www.cleapss.org.uk) , secondary science should be using <http://science.cleapss.org.uk/>

- *[National Society for Education in Art & Design (NSEAD)*  
*<http://www.nsead.org/hsg/index.aspx> ]*
- *[ Safe Practice in Physical Education and Educational establishment Sport'*  
*Association of PE 'afPE' <http://www.afpe.org.uk/> ]*

## **ARRANGEMENT 2: OFFSITE VISITS**

The council has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all off site visits will be planned in accordance with the Luton Borough Council Educational Visits Policy.

The council's Education Safety Advisor(i.e. the Active Educational Establishments Manager) must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" countries, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of all offsite visits if pupils will be going into water. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Coordinator(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher & Governor

## **ARRANGEMENT 3: HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted on a termly<sup>3</sup> basis where possible or at least annually. These will be undertaken / co-ordinated by the schools Health & Safety Governor. These inspections will be conducted with the H&S governor and a member of the school site team using a form taken from The Key for School Leaders.

Inspections of individual departments will be carried out by Site Agents. In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Headteacher & H&S Governor

The H&S governor will be involved in monitoring the local health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

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

The LA H&S representative conducted a full H&S risk assessment analysis on both sites in November 2023.

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<sup>3</sup> Cycle time for formal documented site inspection should be based upon risk, larger Educational Establishments and/or those with higher risks should be undertaken termly.

## ARRANGEMENT 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the local fire risk assessment is undertaken and implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. The local fire risk assessment is located on Smartlog & both admin offices and will be reviewed on an annual basis. External Fire RA's are scheduled for May 2024

### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the classes on visual posters and Business continuity plan emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the local induction process. This training is supported by regular drills.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by the Admin Team and SBM.

### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book & Smartlog

### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment (if trained to use them).
- Staff are made aware of the type and location of portable firefighting equipment at induction.

**Details of service isolation points** (i.e. gas, water, electricity) are marked on a site plan held in the school office.

**Details of chemicals and flammable substances on site** - An inventory of these will be kept by Site Agents as appropriate, for consultation.

### Lockdown procedures

Lockdown procedures have been agreed and are practiced on an ad-hoc basis. Details of the procedures can be found in the school policy folder.

## **ARRANGEMENT 5: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

Site Agent(s) is responsible for ensuring that the local fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Admin offices

### Fire Alarm System

Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to Complete Detection Systems (CDS) Fire alarm maintenance contract is in place with CDS and the system is tested [6 monthly] by them.

### Fire Fighting Equipment

Weekly in-house visual checks on all firefighting equipment are carried out by Site Agent / Premises Manager.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct Chubb 01254 295067

### Emergency Lighting Systems

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Complete Detection Systems

### Means of Escape

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## ARRANGEMENT 6: FIRST AID AND MEDICATION

The educational establishment has assessed the need for first aid provision. Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) can be found at medical rooms and other locations in school. First aid qualifications remain valid for 3 years. **The Healthcare Assistant** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Medical Room
- Classrooms
- Cookery room
- And portable first aid boxes for trips are also available. These are kept in the medical room.
- Each minibus also has a first aid box.

The **Healthcare Assistant** is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

**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 Direct 0845 4647) and, in the case of pupils with the parents/carers.

Provide details of any other relevant contact numbers of Hospital A&E departments, Educational Establishments nurse etc.

### Administration of medicines

All medication will be administered to pupils in accordance with the Administration of Medicine Policy, based on DfE guidance

### Supporting Pupils at Educational Establishments with Medical Conditions.

Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Healthcare Assistants is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

The administration of medication is recorded on Medical Tracker Software

All non-emergency medication kept on site is securely stored in a lockable cupboard in the medical rooms. Refrigerated medicines are kept in a clearly labelled container within the medical room fridge with access strictly controlled. Under no circumstances will medication be stored in first aid boxes.

**Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens** are always readily available to staff and are locked away. These are kept in the medical rooms or in the classrooms in some instances.

The establishment may choose to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

#### Individual Health Care Plans (IHCP)

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

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year / when child enrolls / on diagnosis being communicated to the educational establishment and will be reviewed annually by Special Needs Nursing Team

All staff are made aware of any relevant health care needs relating to individual pupils and copies of health care plans are available in the main office. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

### **ARRANGEMENT 7: ACCIDENT REPORTING & INVESTIGATION PROCEDURES**

*LBC-employed staff should primarily follow Procedure Document 01 - Accidents, Incidents, and Near Misses: Reporting and Investigation.*

#### Accidents affecting employees, visitors, contractors, members of the public

Where LBC is the employer then all reportable employee accidents, or accidents to visitors, contractors or members of the public, no matter how minor, must be reported to them using the online accident reporting system AssessNet.

#### Accidents affecting pupils

Accidents and minor incidents are recorded on Medical Tracker software,

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more significant incidents as detailed below must also reported to LBC using the online accident reporting system AssessNet

- Major injuries.
- Accidents where **significant** first aid treatment has been provided.
- Accidents which result in the injured pupil being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and health and safety governor. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

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

The Corporate Health and Safety Team will submit reportable accidents to the Health and Safety Executive (HSE) in accordance with their training and with HSE guidance <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

#### Accident Investigation.

Accidents/incidents will be investigated; the depth of the investigation will be in proportion to the severity or potential severity of the incident, to prevent similar occurrences, to gather evidence to defend a civil claim or regulatory enforcement – see the LBC Corporate Health and Safety Manual for details of requirements.

The following are responsible for completing investigations at the relevant level and in accordance with the LBC Corporate Health and Safety manual:

| <b>Level of Investigation</b> | <b>Person Responsible</b> |
|-------------------------------|---------------------------|
| Minimal                       | Dept Head                 |
| Low level                     | Dept Head                 |
| Medium level                  | SLT/Dept Head             |
| High level                    | SLT/Dept Head             |

Minimal and Low level investigations should be recorded on the Accident Investigation Form which is available from the Corporate Health and Safety Team (CHST).

Medium and High level investigations should be undertaken as a formal report, following guidance in HSG245, and in conjunction with CHST.

## ARRANGEMENT 8: HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The Health & Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by local management.

### Communication of Information

Detailed information on how to comply with the council's health and safety policy is given in the Health and Safety Manual which is available on the LBC intranet site.

The Health and Safety Law poster is displayed in the Staff room The Corporate Health and Safety Team, Tel: 01582 546290 provide competent health and safety advice for community, community special and VC educational establishments. [In academy, foundation and voluntary aided educational establishments, then the governing body/trust as the employer provides access to competent H&S advice via a Service level Agreement with LBC's Corporate Health and Safety Team as required by the Health and Safety at Work etc. Act 1974]

### Health and Safety Training

All employees will be provided with:

- a copy of and induction training document and the requirements of this policy
- 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.) and
- refresher training where required

### Health and Safety Induction Training

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. New members of staff, particularly those with management responsibilities, will need a comprehensive induction.

**Guidance:** *A general checklist for use with employees could include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted in blue.*

- *Overview of the educational health and safety policy and organisational structure*
- *Tour of the premises*
- *Current local health and safety priorities – safety policy targets*
- *Communication and relationships with other departments, educational establishments and Luton Borough Council.*
- *General health and safety advice, including the Educational Establishments own guidance and that from the council*
- *The procedure(s) for reporting incidents, hazards, work-related injuries and illnesses and fires*

- *Where appropriate, curriculum specific guidance*
- *For certain staff (Headteacher, bursar, business manager, caretaker, etc.) the arrangements for ensuring that asbestos management duties are fulfilled and the asbestos register is available*
- *Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment*
- *Smoking restrictions around the site.*
- *Fire evacuation and emergency procedures*
- *Critical Incident procedures including lockdown procedures – in process*
- *Local arrangements for managing visitors (accompaniment within the site, visitor badges, how to react on discovering an unexpected person on the premises)*
- *Information on locally-specific hazards, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)*
- *Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the grounds.*
- *Fire extinguishers and blankets – location and use*
- *What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)*
- *Specific physical/cognitive issues giving rise to the need for Personal Emergency Evacuation Plans.*
- *Introduction to recognised unions and the local representatives*
- *Infection Control arrangements*
- *Employee problems and concerns - specific duties and responsibilities regarding staff welfare*
- *Grievance procedures (as they relate to health & safety)*
- *Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)*
- *Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets*
- *Use and care of PPE (personal protective equipment)*
- *Housekeeping procedures for policy documents and local rules*
- *Legal responsibilities and rights*
- *Work permit systems (for example, arrangements for visits and trips)*
- *Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors*
- *Access to wellbeing advice, counselling and other staff support schemes*
- *Security*
- *Restricted areas and equipment*
- *One-on-one instruction and supervision of young and inexperienced workers (and work experience students)*
- *Manual lifting and handling – general advice and risk assessment*
- *Safe stacking of materials*
- *Safety procedures for machines, including design technology equipment*
- *General housekeeping and maintenance of access and egress*

Any new instructions or restrictions will be communicated to all staff by email & in staff briefings recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept in the main office and stored on SmartLog software.

The SLT is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## **ARRANGEMENT 9: PERSONAL SAFETY / LONE WORKING**

The educational establishment believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The educational establishment will work in partnership with the council and police where inappropriate behaviour/ individual conduct compromise the educational establishment's aims in providing an environment in which the pupils and staff feel safe. A Violence at Work form should be completed, in addition to reporting the incident via AssessNet. (If deemed necessary)

### Lone working

Staff are encouraged not to work alone in educational establishments. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

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

Staff working outside of normal educational establishment hours must obtain permission of the Headteacher / senior member of staff / their line manager and register with site staff / (sign in and out of the educational establishment premises)

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

### Educational establishment staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Key holders – Site Agent & out of Hours Arena Security 01462 481811

## **ARRANGEMENT 10: PREMISES AND WORK EQUIPMENT**

All staff are required to report to the Site Agent and (or) record in their log book any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Agent is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is. Staff are forbidden from bringing personal equipment to educational establishments unless permission has been granted by the Headteacher.

### Planned maintenance / inspection

Regular inspection and testing of educational establishment plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in main office & by Site Agent

Year Band Leaders & Subject Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Agent 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 [PAT testing completed annually. Electrical testing 5 yearly coordinated by LBC This inspection and testing will be conducted by PAT Testing – Site Agent. 5 Year Electrical testing outsourced by LBC

Site Agent(s) are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the educational establishment without prior authorisation and must be subjected to the same tests as educational establishment equipment.

### External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and Site Agent will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Sportsafe

## ARRANGEMENT 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

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).

In all other areas the establishment’s nominated person(s) responsible for substances hazardous to health is/are Site Agents

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (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, Site Agents are 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.*).

## ARRANGEMENT 12: ASBESTOS

An asbestos survey and management plan is in place for the community educational establishment in accordance with LBC's asbestos policy. The educational establishment's most recent asbestos management survey was conducted in September 2019 – West site only. East Site has no asbestos

The educational establishment's asbestos log (including educational establishment plans, asbestos survey data and site specific management plan) is held in / main office – West

The Headteacher will ensure that **all** educational establishment staff (and others such as catering and cleaning staff who may not be employed directly by the educational establishment) are made aware of the location of asbestos containing materials (ACM) within their work areas. Stickers have been placed in relevant areas for this.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from the Site Agent or the Responsible Person for the site (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos, the emergency procedures in the local Asbestos Management Plan should be followed.

Professional advice will be sought and details of the incident reported to LBC's Property and Construction team.

The educational establishment's asbestos authorising officers are Site Agent and refresher training is required annually.

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

The Headteacher / 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 in accordance with legal requirements
- The educational establishment's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are updated within the site's asbestos register

- If the site are planning alterations to the fabric of the building they should submit a 'self-help' form to the council, which will trigger a visit from the Property and Construction compliance team to ensure correct procedures are followed

## **ARRANGEMENT 13: CONTRACTORS**

All contractors used by the educational establishment 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.

Site Agent is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### Educational Establishment Managed Projects

The Construction (Design and Management) Regulations 2015<sup>4</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the educational establishment undertakes projects directly the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by SBM, Site Agent and Premises Manager on the educational establishment's behalf that will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

SBM & Site Agents will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience) to do the job safely, the degree of competence required will depend on the work to be done]. The educational establishment must inform the Risk Manager of Luton Borough Council so that insurance can be checked.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. Also details of their public liability insurance.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The educational establishment, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>4</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the educational establishments behalf.

## ARRANGEMENT 14: WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific 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.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate step ladders 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 is provided to all staff that use ladders / stepladders.

<https://www.hse.gov.uk/work-at-height/the-law.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. or where specific training is required e.g. PASMA training for mobile tower scaffolds.

The establishments nominated person(s) responsible for work at height is (are) Site Agents

The nominated person(s) 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;
  - training is up to date and relevant to the task being undertaken;
  - all work conducted at height involved the minimum of two people, both of which must be trained;
  - 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 and
  - Any risks from fragile surfaces are properly controlled.
- 
- Richmond Hill has instructed their site team not to work at under any circumstances unless they are accompanied by another member of staff.

## **ARRANGEMENT 15: LIFTING AND HANDLING**

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 and equipment unless they have received training and/or equipment in order to do so safely.

Lifting & Handling is covered in the SmartLog annual training course that all staff complete under the Health & Safety at work module.

Those manual handling activities which present a significant risk to the health and safety of staff will be reported to SLT / Premises staff 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. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Team Teach trained staff are available at both sites and available to call in an emergency via the use of a walkietalkie

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor. Not currently in use

## **ARRANGEMENT 16: DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall undertake a DSE self-assessment.

Admin staff, SLT, ICT Manager and Teaching staff (for PPA time) complete DSE training and risk assessment annually via SmartLog.

Advice on the use of DSE is available in the LBC Health and Safety Manual.

## **ARRANGEMENT 17: VEHICLES ON SITE**

Vehicular access to the educational establishment is restricted to educational establishment staff and visitors only and not for general use by parents / guardians when bringing children to educational establishments or collecting them.

Access to the educational establishment must be kept clear for emergency vehicles.

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

All pupils are moved from the area & supervised if the vehicle needs access at playtime areas.

Site Agents and staff members assist during minibus pick up and drop off times daily.

## **ARRANGEMENT 18: LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by SBM following LBC guidance.

RHS lettings are specifically for SEN groups due to impact on rate exempt certification

## **ARRANGEMENT 19: MINIBUSES**

The school Medical Assistant (West) maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA.<sup>5</sup>

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to order the educational establishment can see what vehicles they can drive and any penalty points or disqualifications on their licence.

LBC transport dept. is responsible for undertaking regular checks on the vehicles including servicing and MOT's. Insurance for minibuses are managed by the SBM.

## **ARRANGEMENT 20: STRESS / WELLBEING**

The educational establishment and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC's management standards.

- A Staff Well Being Policy has been in place since February 2021.
- The school has Wellbeing Committee which allows all staff the opportunity to feedback any concerns, improvement ideas and sign posts employees to support services.

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<sup>5</sup> All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

- The schools purchases absence insurance annually from Schools Advisory Service (SAS) which includes an employee support programme which covers an extensive range of support services for all employees including online keep fit classes.
- Individual concerns and monitoring staff workloads are reported during performance management, mentoring, personal development plans or on an adhoc basis to a member of the SLT / MLT / Line manager.

## **ARRANGEMENT 21: LEGIONELLA**

The educational establishment complies with advice on the potential risks from legionella as identified in the Corporate Health and Safety manual and in the LBC Legionella Policy.

A water risk assessment of the educational establishment was completed at East site in December 2020 by GES. West sites Legionella RA and water hygiene assessment was last conducted in January 2021. Site Agents are responsible for ensuring that the identified operational controls are being conducted and recorded in the educational establishment's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint. A list of roles and named persons who carry them out must be completed as part of the Legionella management plan.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 dig C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after educational establishment holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from sources of water);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Heat Treat and tank water temperature recorded;
- Where thermostatic mixer valves (TMVs) are fitted, these will be serviced annually.

## **ARRANGEMENT 22: EDUCATIONAL ESTABLISHMENT SWIMMING**

Primary educational establishments swimming in public establishments will be planned as an offsite visit in line with the educational establishment's policy.

The educational establishment will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the educational establishment will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;