



Policy No: 18

HEALTH AND SAFETY POLICY

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Ratified by full Governing Body:
Revised: June 2006

Reviewed: September 2007 – SRA
Reviewed and adopted by Governing Body October 2007
Reviewed: June 2010 – SRA

THE THOMAS AVELING SCHOOL

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STATEMENT OF INTENT

AIMS

The Governing Body believes that by effectively implementing this Health, Safety and Welfare policy they can achieve the following aims:

- to provide a safe and healthy working and learning environment for staff, students, visitors and any other person using the school premises or facilities.
- to create an organisational structure and a culture in which risk assessment and control become routine and in which we accept that the quality of management can affect the number of incidents, ill health and stress;
- to create an organisational structure and a culture in which staff and students have the required safety skills and access to detailed Health and Safety information This should significantly contribute towards the education of the students (as detailed in the National Curriculum) and the professional development of the School's staff.
- to provide appropriate resources to support Health and Safety matters;
- to regularly monitor and review the School's provision for, and record on, Health and Safety and thereby improve performance.

Signed (on behalf of the Governing Body)

Mr T.Brown (Chair of Governors)

THE THOMAS AVELING SCHOOL

(an Academy for Success)



PREFACE:

The following Health and Safety Policy has been formally adopted by the School's Governing body and conforms to the legal framework set out in the Act and subordinate statutory instruments. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law:

- *The Health and Safety at Work Act 1974* (HSW Act) gave employers a legal requirement to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. It also requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, students, and visitors to the School.
- *The Management of Health and Safety at Work Regulations 1999* requires employers to assess the risks to employees and to make arrangements for their health and safety by effective:
 - i. planning;
 - ii. organisation;
 - iii. control;
 - iv. monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* require employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
- *The Safety Representatives and Safety Committees Regulations 1977 (a)* and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

Management systems for Health & Safety must be clearly documented and understood by all staff. The School has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, students, visitors and contractors are aware of and discharge their respective responsibilities.

N.B. For the purposes of this policy the term **staff** is used to refer to all full and part time staff (teaching and non-teaching) and includes, helpers/volunteers and staff on temporary or fixed term contracts.

SECTION 1 RESPONSIBILITIES

There are three different levels for the allocation of functions/responsibilities for employees with respect to Health and Safety. In addition to these three levels there are other people with responsibilities who are not employees, e.g. Governing body.

Level 1

The Headteacher:

Level 2

Supervisory staff/Subject Leaders/premises managers:

Level 3

Teachers/teaching assistants/technicians/site staff/cleaners:

For details of the various responsibilities for each level see later sections.

THE THOMAS AVELING SCHOOL

(an Academy for Success)



a). **The Governing Body**

The Trust Partnership Governing Body and the Finance and Personnel Committee of the Governing Body, in consultation with the Headteacher, will make arrangements for:

- producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working/teaching/learning environment. The policies should detail the School's current command, control, co-ordination and communication systems for the management of health and safety issues. Policies should be in compliance with, or improve upon:
 - i. statutory requirements;
 - ii. codes of practice - whether approved or advisory;
 - iii. guidance - advisory;
- providing, monitoring and reviewing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/students, e.g.
 - i. a school safety committee is established and meets regularly;
 - ii. adequate risk assessments are undertaken and any risks/ hazards are identified and addressed with the aim of minimising any risks to staff, students and others. All risks should be identified and evaluated, particularly those related to:
 - a. incidents;
 - b. health and security of students and staff;
 - c. the security of property and premises;
 - d. school sponsored activities (including work experience);
 - e. students' behaviour.
 - iii. information provision and reporting arrangements are annually reviewed to ensure that they provide effective command, control, co-ordination and communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance;
- ensuring that responsibilities are assigned and providing adequate information and training on Health and Safety at work. The information and training should ensure that all employees, students, hirers, contractors, visitors and others follow the School safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk. Staff are given information by, e.g.
 - i. the inclusion of this policy in the staff handbook (posted on the school intra-net. Hard copies are also available in the staffroom or via request to the senior reprographics technician);
 - ii. Health and Safety notices are displayed at various points within the School;
- liaising with Medway LA, the Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work;
- establishing, practising and maintaining effective emergency evacuation procedures. When the School is used for community activities outside of the School day variations to emergency procedures will apply. These are agreed, on an individual basis, with the organisations involved;
- maintaining the cleanliness and state of repair of the building;
- providing safe plant, equipment and systems of work;
- providing safe means of entry and exit to the school premises for staff and students;

- providing safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances – including managing and maintaining the use of personal protective equipment;
- providing required safety and protective equipment and clothing together with associated guidance, instruction and supervision;
- providing adequate statutory first aid facilities;
- providing consultative measures to monitor and review the effectiveness of Health and Safety measures;
- providing adequate welfare and support facilities for staff and students;
- carrying out detailed reporting and investigation of all incidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes notifying the Health and Safety Executive of any major accident or dangerous occurrence.

b). **The Headteacher** as an employee has the same general personal responsibilities as all other members of staff (level 3) as detailed later. However, the Headteacher is the School's Key Manager for Health and Safety and as such takes day to day responsibility for all Health & Safety matters in the School. The Headteacher also has specific legal responsibilities to:

THE THOMAS AVELING SCHOOL

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1. Ensure that the School displays the Health and Safety Executive's (HSE) statutory notice (ISBN 0 7176 2493 5) detailing Health and Safety Law and local HSE contact numbers in several appropriate locations;
2. monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school (including visits).
3. monitor the provisions for first-aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Governing Body;
4. take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times;
5. encourage staff, students and others to promote Health & Safety and to suggest and implement practices and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others;
6. ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect the Health & Safety of staff, students and others are made safe without delay. This may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.;
7. report Health and Safety to every meeting of the Finance and Personnel Committee of the Governing Body and liaise with the Governors on Health and Safety issues, e.g. the Headteacher must inform the Governors if there are problems in implementing the Health and Safety policies;
8. ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards. Risk assessments should be regular and relate to premises, methods of work and all school sponsored activities. It is particularly important that, following changes in circumstances or personnel, risk assessments are conducted out of the regular cycle. Risk assessments are held in Department Handbooks and all staff are required to familiarise themselves with these documents and sign to confirm;
9. carry out periodic reviews and safety audits on findings of the risk assessments;
10. collate accident information and instigate an accident and/or incident investigation where appropriate;
11. assign clear safety functions to senior members of staff, subject leaders, class teachers and others (levels 2 and 3) as appropriate.
12. act on reports received from level 2 staff and Safety Representatives within agreed timescales and report problems to the Governing Body;
13. consult with members of staff, including the safety representatives, on Health & Safety issues via the school safety committee;
14. chair the school safety committee;
15. identify the training needs of staff and students and make recommendations to the Governing Body on the required resources for implementing a suitable training programme.

N.B. The Finance & Business Manager is appointed as the School's Health and Safety Co-ordinator who will deputise for the Headteacher in all the above duties. However, the Headteacher still retains an overall legal responsibility for the implementation of the School's health, safety and welfare policy.

- c). **Supervisory staff (level 2)** are defined as those having curriculum responsibilities or representing non-teaching, community staff or those who have buildings responsibilities and who manage safety in those areas on a day to day basis. Supervisory staff are directly responsible to the Headteacher and as employees have the same general personal responsibilities as all other members of staff (level 3) – see later. However, they also have specific responsibilities for:
1. the overall day-to-day responsibility for the correct implementation and operation of the School's Health & Safety Policy and other regulations, rules, procedures and Codes of Practice in their specific area of responsibility;
 2. instigating, monitoring, maintaining and developing working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, students, visitors and any other persons using their area of responsibility;
 3. drawing up a Health and Safety policy for their area which:
 - requires planning and risk assessment before a lesson starts;
 - controls the Health and Safety by regular checks;
 - monitors and reviews Health and Safety, e.g. procedures for reviewing risk assessment and safety;

THE THOMAS AVELING SCHOOL

(an Academy for Success)



- is reviewed annually;
- arranges for staff, students and others under their management to receive appropriate information and training regarding Health , Safety and Welfare. N.B. this is particularly important when staff join the department, etc.;
- creates an atmosphere which encourages staff, students and others to:
 - i. achieve the highest possible standards of Health and Safety;
 - ii. promote Health & Safety;
 - iii. suggest and implement practices and procedures which reduce risks;
 - iv. take appropriate action with those who consistently fail to consider their own Health, Safety and Welfare or that of others.

In particular Supervisory staff (level 2) should ensure that:

1. safety inspections are regularly made of their area of responsibility during directed time;
2. appropriate remedial action is taken whenever necessary to ensure the Health, Safety and Welfare of all staff, students and others;
3. all plant, machinery and equipment in their working area is in good and safe working order and adequately guarded. Guards must not be damaged or removed;
4. supervision, and end of day/lesson procedures prevent the unauthorised and improper use of all plant, machinery and equipment in their area of responsibility;
5. appropriate protective clothing and equipment (staff and students), first-aid and fire fighting appliances are present, maintained and functioning properly for their area of responsibility;
6. ensure that all chemicals and substances are the subject of a written risk assessment, correctly used, stored and labelled – especially toxic, hazardous and/or highly flammable substances;
7. all Health and Safety signs in their area of responsibility meet the statutory requirements;
8. all Health & Safety information is communicated to their staff in the manner prescribed in this policy;
9. they report any concerns relating to Health & Safety to the Headteacher/Deputy Headteacher (level 1);
10. act on reports received from level 3 staff within agreed timescale and report problems to level 1;

d). **All staff** have specific responsibilities for Health and Safety as described below.

1. All staff must be familiar with the requirements of:
 - the Health & Safety at Work Act 1974;
 - the Management of Health and Safety at Work Regulations 1999;
 - the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
 - this Health & Safety Policy and all safety regulations as laid down by the Governing Body;
 - any other Health & Safety legislation and Codes of Practice which are relevant to their work.
2. All staff must take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work and co-operate with the Governing Body to ensure that they are able to comply with their responsibilities. To this end staff should practise, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of other staff, students, visitors and any other person in their charge, e.g. staff must:
 - check that work areas and plant, machinery equipment are adequately guarded and in good/safe working order before, during and after activities;
 - ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is carefully counted back at the end of the lesson, e.g. scissors, scalpels;
 - ensure safe procedures are followed by all – including students and visitors;
 - ensure 'the correct equipment/tool is used for the job' and that protective equipment/safety devices are used by staff and students whenever appropriate, e.g. goggles, aprons, fume cupboard, etc;
3. All staff must co-operate with the employer in all matters concerning Health and Safety, e.g.
 - staff must not interfere with or misuse anything provided for their Health, Safety and Welfare;
 - staff must not make unauthorised or improper use of plant, machinery or equipment;
 - staff must report all accidents and near misses using the established accident reporting procedure;

THE THOMAS AVELING SCHOOL

(an Academy for Success)



- staff should take an active interest in promoting Health & Safety and suggest ways of reducing risks;
- staff must report hazards or defects in the premises, plant, equipment or facilities initially to their level 2 manager.

e). **The safety committee -Terms of Reference**

Purpose

The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b) require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. To promote co-operation between employer and employees in investigating, developing and implementing measures to ensure the health and safety at work of all employees The Governing Body and the Headteacher, have established a Safety Committee which meets three times per year The Safety Committee reports to the Head-teacher/Governing Body as requested.

To raise the general standards of Health and Safety Management across the Directorate and to strive for "best practice".

Function.

- To monitor and implement School policies and initiatives, ensuring that the necessary systems, including training and other resources, are in place for effective health and safety management.
- To receive regular reports on health and safety inspections and safety audits.
- To receive, examine, and monitor incidents, and violence reports and to identify associated trends; to report to the Head Teacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- To ensure that managers are clear in their duties in relation to safety rules and regulations, prescribed procedures and the Health and Safety Policy Statement.
- To ensure advice and support is available to managers on all areas relating to the Health, Safety and Welfare of all employees.
- To ensure that consultation takes place with recognised Trade Unions and their Health and Safety Representatives on all matters relating to Health, Safety and Welfare issues.
- To provide a forum for the two-way exchange of information on Health and Safety issues and the sharing of good practice.

CONSTITUTION OF SAFETY COMMITTEE

The School Safety Committee will initially meet twice annually with further meetings arranged as may become necessary from time to time. Representatives on this committee should incorporate all appropriate areas of work or special hazards from both sites and all safety representatives (appointed by accredited trade union or staff association) also have a place on the committee. The committee constitution shall consist of 8-10 members plus the chairperson and shall include the following representative members:

Governor Representative - H&S specialist (Chair)
Health and Safety Co-ordinator – Thomas Aveling School
Representative member of Teaching staff
Representative member of Associate staff
Representative from Site team / Grounds staff
Representatives from the Education Trade Unions
Representatives from recognised non-teaching unions
Any other member of staff that the committee agrees

THE THOMAS AVELING SCHOOL

(an Academy for Success)



This group has direct reporting lines to the Headteacher / Board of Governors. Minutes of all meetings will be taken and circulated to Team Managers.

f). **The Health and Safety Co-ordinator** is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:

- regular inspections and risk assessments;
- liaising with contractors;
- initiating action on reported hazards and accidents;
- fire and emergency procedures;
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

g). **Hirers, contractors and others**

This section refers to use of the School premises/facilities for activities not under the direction of the Headteacher, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Governing Body will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers must have sufficient Third Party Liability insurance to satisfy the Governing Body's requirements.
2. All hirers, contractors and others using the premises/facilities, must:
 - be familiar and comply with this Policy and all Governing Body safety directives. N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting;
 - take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the School's staff or students;
 - obtain the Governing Body's written permission to bring any equipment onto the school premises;
 - respect any capacity figures detailed on the lettings documentation;
 - be competent to perform the tasks being undertaken and ensure that the School has supplied them with the information they require about the work and the environment they will be working in;
 - respect the total ban on corporal punishment on the School premises – to this end hirers, contractors and others using the premises/facilities should report any student's bad behaviour to teaching staff so that the matter can be dealt with in accordance with the School's discipline policy.
3. All hirers, contractors and others using the premises/facilities, must not:
 - alter fixed installations;
 - interfere with or remove fire/safety notices or equipment.
4. The Headteacher or his representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

SECTION 2 THE MANAGEMENT OF HEALTH AND SAFETY

There is a three stage management process in increasing Health and Safety for staff, premises and contents.

STAGE A Risk Assessment and planning before lessons - to include finding out if there is a problem or risk of a problem.

STAGE B Control/take action.

STAGE C Monitor and evaluate the implementation and effectiveness or otherwise of any preventative actions. To include procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

STAGE A Risk Assessment:

We attempt to balance the desire to eliminate risk with the need to maintain a pleasant welcoming school environment with a minimal but acceptable level of risk. The best action to take, with respect to increasing Health and Safety, will always be the complete removal of all hazards. However, in order to maintain a pleasant welcoming

THE THOMAS AVELING SCHOOL

(an Academy for Success)



school environment we can only hope to eliminate or reduce risk as far as is reasonably practicable. The degree of risk has to be balanced against the time, trouble and cost involved in introducing preventative measures.

Suitable and sufficient risk assessments are undertaken and significant findings recorded. Risk assessment is performed by all appropriate staff, and during the termly maintenance audit for Thomas Aveling site the Finance & Business Manager or Site Manager and appropriate head of department inspect the workplace and practices therein. The safety committee use the details from the accident log book along with the hazard severity and risk probability ratings to check for patterns, look for common causes, areas or times. The police, other agencies and staff are consulted and the accident log is monitored and evaluated and manufacturers instructions and/or data sheets are compared to practice. When conducting initial risk assessments or reviewing them the Headteacher invites the fire brigade, local police or other relevant agency to be involved in the process if:

- the procedures are likely to involve that agency/service;
- the procedures relate to the arrangements for liaison with the Headteacher.

Professional agency/service input ensures that our Health and Safety procedures are in line with their own needs and arrangements for responding to emergencies or other incidents involving schools. As well as the specific co-ordination mentioned above, an effective working relationship between the School and professional agencies/services requires regular contact and communications.

All School activities must be assessed for hazards and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing, and the measures needed to control the risk to health and safety should be listed, and kept by the S.S.O. Both the Site Manager and Science Laboratory Representatives keep COSHH assessments.

There are many examples where risk assessment is undertaken:

- Termly maintenance and Health and Safety inspection of school premises undertaken by the Site Services Manager or Finance & Business Manager; This includes visual inspection to areas known to contain Asbestos for signs of wear or damage.
- continuous identification of hazards and risks on a daily basis, e.g. both formal and informal staff consultation is done through line management systems;
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations – this must be completed before the substance or material is used;
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate;

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change. The following sporadic activities require individual risk assessment to be undertaken in accordance with school policy;

- a. Any activity involving overseas travel
- b. Any activity undertaken in an off –site location, whether undertaken by staff or students
- c. Student work placements/experience.

The risk assessment must be submitted to, in the case of students, the teacher responsible for their supervision, who will forward it to the head of department and this should then be endorsed and forwarded to the health and safety co-ordinator for consideration and action, or, in the case of staff, this should be forwarded directly to the health and safety co-ordinator, who will forward it to Head of School for consideration. No activity should be undertaken without a risk assessment being undertaken and being reviewed by the health and safety co-ordinator and the Head teacher agreeing to the activity

All staff are required to undertake training in risk assessment, which will be organised from time to time.

The results of all such risk assessments are reported to the Governing Body who, in consultation with the Headteacher, prioritise issues and assign resources to undertake remedial/control measures where required.

The process of risk assessment

There is a five stage management process in risk assessment:

THE THOMAS AVELING SCHOOL

(an Academy for Success)



STAGE 1. Identifying hazards.

To help in the identification and removal of hazards the following process can be helpful:

- i. look at '**cause and effect**';
As is often the case the School premises were not designed with certain Health and Safety issues such as security in mind, e.g. security problems have arisen in the past as a result of having:
 - an open site with long perimeters,
 - multiple entrances,
 - isolated buildings,
 - a lot of glass.
 These factors have been considered and acted upon - see later section on School successes.
- ii. examine '**the nature of the job**' safe methods of working, good management and supervision are prerequisites to the effective removal of hazards.
- iii. Investigate the safety literature for advice –many publications are available and can be obtained through the Deputy Head-teacher or Health and safety co-ordinator and have been considered in formulating this policy.

STAGE 2. Identify who might be harmed, and how.

Identify which persons are at risk - those who directly use machinery and equipment or who have face-to-face contact with the public are normally the most vulnerable. Where appropriate, identify potentially violent people in advance so that the risks from them can be minimised. Visitors and those who do not use the School premises all the time should also be considered.

STAGE 3. Evaluate the risk.

Check the existing arrangements, are the current precautions adequate or should more be done? If risk cannot be removed completely then consider how can the risk be controlled so that harm is unlikely. Consideration should be given to the way the following factors:

- **training and information**
- **School building security/the environment**
- **the nature of the job**

and others work together to influence the risk - it is usually a combination of factors that gives rise to violence.

Further consideration is given to whether all statutory requirements have been met, e.g. guarding dangerous parts of machinery. All relevant employees are told about the risks and what precautions are to be taken – this is done by briefings, bulletins and clear signs/notices in an appropriate place.

STAGE 4. Establish the level of risk.

A level of risk posed by a particular hazard should be given a rating of either High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. The level of risk can be defined as the numerical product of multiplying the severity of the hazard by the probability of the hazard occurring, i.e.

LEVEL OF RISK = Severity of the hazard x Probability rating.

The **Severity of the hazard** is categorized below:

Severity of hazard	Value
CATASTROPHIC - imminent danger, potentially fatal or leading to large scale illness/injury.	4
CRITICAL - can result in serious/major injury.	2
MARGINAL - can cause injury/illness requiring first aid, out-patient treatment, counselling, absence from work. This may well include 'serious or persistent verbal abuse'.	2
NEGLIGIBLE - will not result in injury/illness but could lead to a feeling of being at risk or distressed.	1

The **Probability rating** is categorized below:

Probability rating	Value
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THE THOMAS AVELING SCHOOL

(an Academy for Success)



INEVITABLE - likely to occur immediately	4
REASONABLY PROBABLE - likely to occur sometime	3
REMOTE - may occur sometime	2
EXTREMELY REMOTE - unlikely to occur	1

Probability Rating	Severity of Hazard			
	NEGLIGIBLE	MARGINAL	CRITICAL	CATASTROPHIC
INEVITABLE	4	8	12	16
REASONABLY PROBABLE	3	6	9	12
REMOTE	2	4	6	8
EXTREMELY REMOTE	1	2	3	4

Level of Risk (Description)	Level Of Risk (Numerical)	Review Frequency (at least)
High	12 – 16	Quarterly (3 monthly)
Medium	6 – 9	Annually
Low	1 – 4	2 Years

Level of Risk (Description)	Level Of Risk (Numerical)	Control Action
High	12 – 16	Take immediate action, e.g. withdraw equipment from use, change procedures or personnel, etc.
Medium	6 - 9	Plan to quickly reduce the level of risk. Use judgement to assess priorities.
Low	3 - 4	Plan to reduce the level of risk even further if this is possible. Monitor standards and procedures regularly.
Low	1 – 2	Monitor standards and procedures biennially to ensure that risk level does not increase.

N.B. See 'Stage B' for further details on taking action.

STAGE 5. Record your findings.

A written record of all risk assessment is kept and this provides a working document for both managers and employees. The following procedure for reporting safety matters should then be employed. The procedure should be used for all safety issues including a suspicion of risk or a report of faulty equipment including faulty/inadequate fire fighting equipment. The risk assessment must be made available to all persons associated with the risk who will consequently be required to sign to acknowledge that they have read and understood it.

Procedure for reporting safety matters:

- a) Always inform your line manager (verbally and in writing) and immediate colleagues (verbally). Written reports should be done using the pink pro-forma sheets. . As soon as your line manager has been informed it will be his/her responsibility to make appropriate decisions, e.g.
 - i. immediately taking the relevant piece of equipment out of service;
 - ii. organising a replacement item of equipment;
 - iii. include the item in the 'Safety Matters' section of the agenda of the faculty meeting;
 - iv. informing the Finance & Business Manager, Bursar and Site Services Officer as appropriate.

Procedure for Circulating Safety Information.

N.B. in the following section the term 'staff' refers to both teachers and technicians.

On receipt of a safety document from Medway LEA, CLEAPSS, etc. the contents are analysed and categorised by the line manager under one of three headings:

THE THOMAS AVELING SCHOOL

(an Academy for Success)



i. **Immediate action required** - staff are verbally informed by their line manager and are asked to read their own copy of the circular as soon as possible. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is then discussed at the next faculty meeting.

ii. **Medium/long term action required** - the document is circulated to all relevant staff and then filed. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is discussed at the next faculty meeting.

iii. **No action required** - if the contents confirm what we already practise then the document may simply be mentioned at the next faculty meeting. The document is always filed.

Despite the above process it is important to remember that communication should always be a two way process between staff, safety representatives and students so that all members of the school community are fully aware of all current Health and Safety issues. Line managers also use other systems for disseminating information such as:

- the provision of policy statements, performance standards, rules and procedures;
- the use of posters and department bulletins;
- the dissemination of information to outside organisations such as CLEAPSS and other schools.

STAGE B Control/taking Action:

The decision as to the necessary remedial action or risk control measures that need to be introduced is one that the Key Manager (Headteacher) must take in consultation with the Governing Body. Best advice can often be obtained from the level 2 managers who are often experts in their own areas. The Governing body may be required to reallocate or divert resources accordingly. Actions can be prioritised based upon the level of risk and can take many forms, e.g.

- Estimate any costs incurred in changing practice and obtain or request relevant funding. N.B. Whenever training is statutory, or considered a necessity for the safety of staff, students and others, the Governing Body will ensure - within the financial resources available - that such training is provided. Students receive training appropriate to the learning activities in which they participate. Records will be kept of all training and staff/student training will be regularly updated.
- Managers must establish that their staff and students are 'competent' (i.e. possess the necessary skills, knowledge and experience) to carry out the role required of them in accordance with relevant safety legislation in order that they may prevent danger or, where appropriate, injury. After assessing competence individuals may need to be given appropriate degrees of supervision having considered their experience and the nature of the work.

After assessing the competence of staff and students in dealing with particular situations, it may be necessary to offer staff training or information. By informing staff and providing appropriate training we hope to minimise any risk and to encourage the staff to report incidents promptly in the accident log.

Suitable Health and Safety training must be provided whenever staff have to work with new equipment (including new technology) or in a new system, e.g.

- new staff should be trained before taking up their formal duties;
- staff should be trained before taking up their formal duties in a new work area or job;
- staff should be trained before taking up new responsibilities;
- staff should be trained before participating in a new or different system of work.

HIGH RISK WORK – REVIEW ANNUALLY

MEDIUM RISK WORK – REVIEW EVERY 2 YEARS

LOW RISK – REVIEW EVERY 5 YEARS

A review of the assessment of competence must be carried out if safety aspects of the work change significantly.

The information for the requirements for competence for a particular post are used during the recruitment and selection process (including the employment of Agency Staff).



iii. It will be necessary to offer support systems for those victims of incidents, stress or violence. Effective support needs to be offered to victims as quickly as possible if we are to avoid long-term distress or absence.

STAGE C Monitor and Evaluate:

To monitor and evaluate the implementation and effectiveness of the School's Health and Safety policy and risk assessments and related preventative actions, we consult employees or their representatives. The incident log is used as a major source of information, as are informal discussions with staff during inspections of the premises.

Whenever possible evaluation and monitoring is carried out using quantifiable indicators, e.g.

- the frequency and cost of incidents, verbal abuse, assault, intrusion, arson, theft and vandalism at the School;
 - the numbers of teaching, non-teaching staff and governors trained in Health and Safety issues;
 - how much of the School budget is allocated to Health and Safety issues;
 - how any specific Health and Safety grant has been spent;
 - the timing and frequency of Health and Safety reviews;
 - details of any bodies from whom Health and Safety advice has been or will be sought;
 - action taken by the School to improve Health and Safety;
 - details of any recent significant incidents, e.g. assaults on staff or students, theft, vandalism, arson, etc.
- N.B. Staff and students are encouraged to report incidents of crime and violence which they have experienced, and the School has tried to develop an ethos of problem sharing.

N.B. A distinction should be made between those incidents occurring on the School premises and those occurring just outside the School grounds. Consideration should also be given to the likelihood of incidents being repeated.

SECTION 3 SPECIAL AREAS FOR CONSIDERATION

a) Duty Supervision

Members of staff are allocated specific duties to be undertaken before school, during morning and lunchtime breaks and after school.

b) Students taking medicines – specific regulations and guidance is provided for all parents at the time of students' entry to the school roll. These are managed by the School's Student Welfare Officer.

c) Areas of Special Risk

The School will follow appropriate guidance issued in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Design Technology (includes Food Technology).
- Science
- Art (includes Ceramics), P.E. and Drama.
- ICT

d) Emergency Plans

1. The School Health and Safety co-ordinator is responsible for emergency plans to cover all foreseeable major incidents. In undertaking this work due regard has been given to:

- Medway LEA's Snow Line Procedures.
- the three principles of:
 - i. saving lives;
 - ii. preventing injury;
 - iii. minimizing loss.

This later sequence of principles is hierarchical and determines the priorities of the School and the local emergency services, e.g. in the event of an evacuation due to a fire alarm students are to leave their bags in the classroom as these can form hazards and congestion in corridors and on the stairs. The safest action for

THE THOMAS AVELING SCHOOL

(an Academy for Success)



the property in the bags is clearly to allow the students to carry them but this is deemed to be subservient to the need to prevent injury.

2. The emergency plans have been formally agreed by the Governing Body and are rehearsed regularly by staff and students.
3. Full details of the evacuation procedures are in the Staff Handbook.

e) Student illness

In the case of students, parents are asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record is kept electronically in the School's MIS. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

f) School visits and 'off site' activities.

The Governing Body will comply with DfE guidance on 'off site' visits or activities - particularly:

- the conduct of Outdoor Pursuits;
- the use of mini-buses and coaches;
- residential and trips abroad.

Guidance and requirements relating to safety on school trips and activities are detailed in the School's visits documentation.

g) Monitoring and reviewing this health & safety policy

The Governing Body reviews this policy biennially and a formal resolution is put to the Governing body for the approval of the amended/updated policy. The Governing Body will review this Policy more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the DfE.

h) First Aid Cover

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents.
2. Incidents only will be dealt with in the medical room and appropriate action taken. Any cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'.
3. A record must be made of all incidents which require first aid to be administered to a member of staff, student or other person - either on the School premises or engaged in activities sponsored by the school (including visits). This applies to every case where first aid is given whether from a remote first aid location or the medical room.
4. First-aid materials are held at various locations throughout the School at locations determined by the Headteacher. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked regularly for stock level, use by date, contamination, etc. Materials in remote locations are very sparse as even plasters are now only allowed to be administered centrally due to the allergic reaction that some children have on their skin when exposed to the adhesive.
5. Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities. All groups will have a qualified first aider with them and so the first aid pack will be comprehensively stocked.
6. The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained in first-aid by St. John's Ambulance staff to a basic, minimum level of competence.

i) Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items.

- i. Only electrical equipment that is properly installed and maintained shall be used in the School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate supervisor or manager.

THE THOMAS AVELING SCHOOL

(an Academy for Success)



- ii. All portable appliances will be regularly inspected and, where necessary, subject to electrical test. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.
- iii. Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff.
- iv. Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping. These can be obtained via the ICT network support team.
- v. Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted. Individuals should check the safety of their own office accommodation and work area. Problems identified should be reported to the School Health and Safety co-ordinator.

j) Visual Display Units

The school will organise a VDU Workstation Course which all staff using VDU equipment will be required to attend organised. Subsequent to attendance at this course staff will be required to self assess their own workstation and report any deficiencies via their line manager.

A properly designed workstation, coupled with regular breaks from keyboard work, should prevent any ill health. Individuals should assess their own workstations using this checklist, and report 'any defects to the School Health and Safety Co-ordinator.

k) Smoking Policy

Smoking is not permitted anywhere on the school site at any time.

l) Children and Visitors

The School welcomes visitors in support of its training, teaching and enterprise activities. The School also recognises that children may sometimes be in the School buildings, either as part of consortium or partnership teaching or because of parental responsibilities of staff or students.

The School authorises the following, with the condition that all visitors must be supervised by their host, and children must be attended by an adult, at all times, and that these rules are strictly observed.

- i. Children of staff are permitted inside the School buildings but remain the responsibility of the staff and must be supervised at all times. Staff are required to sign in and out in the attendance book held in reception.
- ii. Authorisation must be obtained from the Head of School for visitors/children attending unofficial events run by members of staff.
- iii. No School equipment may be used by unauthorised persons or by children.
- iv. The School cannot be responsible for persons or children attending courses or events held within its buildings organised outside the School, e.g. Open Day events, Continuing Education/training courses, non-School of Education bookings, etc.

m) Purchasing Policy- Health and Safety Issues

All materials and equipment acquired by the School, or by individuals for use at work, must comply with the standards, codes and regulations prescribed by law and/or by the schools requirements. Only those that can be safely accommodated and used within the School may be obtained. An individual wishing to acquire such materials or equipment should obtain all necessary information and undertake a risk assessment in order to demonstrate compliance with this requirement. This risk assessment should accompany the order and should be checked by the School Manager or Head of School.

To monitor that the requirements of the purchasing policy are being followed, all equipment acquisitions must be approved by the School Health and Safety Co-ordinator.



n) Health and Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the School Safety Officer or the School Training Manager will inform new members of staff on their first day of joining about:

- i. action in the event of fire
- ii. action in the event of incident.
- iii. their individual responsibility for following School procedures, including their responsibility for reporting health and safety problems and how this should be done
- iv. any specific responsibilities they have in relation to health and safety.

The School Manager or School Safety Officer will also give a copy of this Policy to new members of staff on their first day and ask them to read it.

Staff will be asked to indicate by signature that they have heard, read and understood the instructions on Health and Safety given to them. All programmes address relevant health and safety issues: for example, the teaching programme in science education contains explicit reference to safety matters in school practical and laboratory work.

Students on placement will be informed about the Health and Safety requirements in their placement location as part of their preparation for placement.

The need for other specialist training should be identified by individual members of staff, and should be directed to the School Safety Officer through line managers.

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

o) Lone Working -Out of Hours Working Policy

Specific guidance notes can be found in Lone working (out of hours) policy

p) Violence at Work.

Guidance notes about Violence at Work can be found in Appendix 5

8. ARRANGEMENTS FOR SAFETY

8.1 The Governing body is committed to the implementation of policies, procedures and arrangements for safety as detailed in Part 3 of RLP's Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

- a) Fire and emergency arrangements
- b) Safety complaint arrangements
- c) First aid arrangements
- d) Risk management arrangements
- e) Manual handling arrangements
- f) Display screen equipment arrangements
- g) Personal protective equipment arrangements
- h) Dangerous substances arrangements
- i) The working environment arrangements
- j) Working with electricity arrangements
- k) Accident reporting and investigation arrangements
- l) Construction, design and management arrangements
- m) Control and monitoring of contractors arrangements
- n) Lone working arrangements
- o) New and expectant mothers arrangements
- p) Safety signs arrangements
- q) Safety representatives arrangements

THE THOMAS AVELING SCHOOL

(an Academy for Success)



- r) Educational visits
- s) Asbestos register
- t) Water Hygiene Management

All line managers are responsible for implementing safe systems of work, in line with the above arrangements, to ensure that no hazards identified through risk assessments present a risk to RLP employees or others that may come into contact with its undertaking.

Draft: Geoff Broughton, November 2003

Approved by Governors:

Review next November 2005 [biennially].

Revised June 2006

Reviewed: Steve Rayner, September 2007

To be formally reviewed & adopted by Governing Body, October 2007

Reviewed: Steve Rayner, June 2010

Reviewed & adopted by Governing Body of the RLP:

Appendix (i) Health and Safety Planner

There are a number of health and safety tasks which must be carried out by schools in line with premises or health and safety management requirements. This document outlines these tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually, and every 2 and 5 years. Where the school buys into the preventative maintenance controls services offered by the Local Authority, the health and safety management tasks shall be in accordance with the specification of the Local Authority agreement and contract.

Section 1 - Health and Safety Management - Ongoing Tasks

Area of work	What is required
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Health and Safety Leadership <ul style="list-style-type: none"> - Staff / SLT Roles and Responsibilities staff aware of what their role is and support H&S Policy and Headteacher in carrying them out - Health and safety Policy in place and effective in determining the H&S culture - General Housekeeping - Accident Reporting (including violent incidents or traffic accidents) - Consultation and Communication 	Continuous
PPE Use	Pre-use condition check Ensure staff are wearing correct equipment
Emergency procedures	Have in place plans for emergency Preparedness (Contingency) test annually

Section 2 - Daily Premises issues - Ongoing (as required) tasks

Area of work	What is required
Playground	Daily visual inspection to check for hazards
Playing fields	
Paths and access routes	
Contractors (<i>where employed directly</i>)	Pre-work checks and documentation. During work activity – regular reviews. Post work review of performance Hazard Exchange information
Asbestos Records Systems Manual in place and staff aware	Manual present in all premises Any actions required are part of a plan to carry out Manual brought to the attention of contractors Annual reminder of information in manual to staff
Water Hygiene Record Systems Manual	Present in all premises Annual reminder of information in manual to staff Staff who have responsibilities to carry out Water testing aware of what to do, carry out and record. Thermometer accuracy – checked during a service by hygiene consultant
Premises License	Must be held by premises who wish to hold public entertainment
Driving for Work (Vehicle owned or leased by School)	Annual check -Driver has licence -Vehicle MOT and insurance up to date -Driver assessment where necessary
Driving for Work (Vehicle owned by driver)	Annual -Drivers Licence MOT Road tax Insurance-Driver assessment
Work equipment e.g. sports, office equipment	Visual pre-use check Used and operated in correct way
Access equipment for work at height e.g. ladders, scaffold towers, mobile equipment such as cherry pickers	Daily pre-use check

Section 3 - Weekly tasks

Area of work	What is required
First Aid Box	Ensure staff member has responsibility to do this Regularly check contents and replenish with recommended



Local exhaust ventilation (including fume cupboards)	Weekly Visual Checks
Fire Alarm tests	Weekly for electric systems (different call points) See - Six monthly for manually operated systems
Water temperature checks	Weekly - Flushing of little used or disused outlets (id water system survey)
All-Weather pitch	Weekly (depends upon type of test/sanitisation – in a manufacturers programme)

Section 4 - Monthly tasks

Area of work	What is required
All-Weather pitch	Monthly (depends upon type of test/sanitisation – in manufacturers programme)
Water temperature checks: -Cold water systems – temperature checks -Hot water systems – temperature checks for scalding prevention -Hot water system – temperature checks for Legionella prevention	Depending on type of water outlet

Section 5 - Quarterly/termly tasks

Area of work	What is required
Shower head/spray tap cleaning	Quarterly (minimum) or more frequent if necessary C Water Hygiene Policy
Guttering / grids	Twice during winter months - clear any blockages
Fire Drills	Each Term – (at least twice annually)

Section 6 - Six Monthly

Area of work	What is required
Lifting Equipment	Six or twelve monthly inspections depending on the carried out by lifting equipment contractor
Fire Alarm tests	Six monthly for manually operated systems
Lifts/Lifting equipment	6 month inspection if passenger lift 12 month inspection if goods lift Carried out by lifting equipment contractor
Water Hygiene Policy - Air conditioning equipment	Serviced in accordance with the manufacturer's instr months by the contractor appointed by the Council

Section 7 - Annual tasks

Area of work	What is required
H&S Policy Review H&S Policy and local arrangements	Review to ensure that roles and responsibilities are d school procedures are in place. Refresh information t

THE THOMAS AVELING SCHOOL

(an Academy for Success)





Competent H&S Advice Sign up to H&S Service Level Agreement or ensure services of a Competent Adviser	Annually (in April - Service runs from April – March) Ensure that there is competent health and safety advice Where this is not provided by Strategic Health and Safety, obtain information about the provider of competent H&S advice if requested
Design and Technology - where required	Annual inspection takes place where required. Where D&T equipment requires ongoing maintenance, ensure a D&T Service Level Agreement as required or ensure a Competent Person
Insurance Display new Insurance Certificates (Employer Liability and Public Liability)	Annually (April)
Self Evaluation of H&S (Step 1 of Audit and Evaluation Process)	Annual review of day to day health and safety activities JULY/AUGUST each year, results retained in school
Self Audit (Step 2 of Audit and Evaluation Process)	Annual review in JANUARY of health and safety management at the school. Level of achievement in each category agreed in the plan to be created. Send overview and action plan to the Health and Safety Service.
Fire extinguisher servicing	Annually by contractor
Risk Assessments Create and review Risk Assessments for <ul style="list-style-type: none"> - General premises and activities - COSHH (Control of Substances Hazardous to Health) - Manual handling - Fire - Work Equipment - Display Screen Equipment - Working at height - Vibration - Noise at Work - Educational Visits - Curriculum activities (including PE) 	Create for existing tasks or when new activity introduced Review at adequate intervals, when significant changes in hazards are identified or when an accident occurs
Safe Systems of Work Create and review as necessary	Linked to risk assessments and other health and safety measures Create and review annually as required.
Training and Competency of staff	Annual plan and review In line with training plans, risk assessments, and Personal Protective Equipment (PPE) process
First Aiders (where First Aiders are appointed)	RECOMMENDED annual refresher (for certificates) 3 year recertification
Emergency Aiders (Where Appointed)	RECOMMENDED annual refresher (for certificates) 3 year full recertification
Medication Policy	Review annually that procedures in place and roles of staff
Portable appliance inventory	Review annually or create when new equipment is brought in
Portable appliance testing (PAT)	PAT test in line with statutory requirement, Medway Regular visual checks by users PAT testing -dependent on equipment
Local exhaust ventilation	Every 14 months - Formal examination – competent person in place
Lifting equipment inventory	Ensure that all lifting equipment is added to this inventory Review annually or when new equipment is brought in
Lifting Equipment	6 or 12 monthly inspections dependent upon type of equipment contractor
Fire Risk Assessment	Create new if required or annual review of the assessment
Ladders and other access equipment inventory e.g. Ladders, step ladders, kick stools, scaffold towers	Create inventory Review annually or when new access equipment is brought in Annual condition check
Access equipment for work at height e.g. scaffold towers, mobile equipment	Create inventory

THE THOMAS AVELING SCHOOL

(an Academy for Success)



such as cherry pickers



Work equipment inventory	Create and review annually or when new work equipment is brought into use Annual maintenance or condition check
PPE condition check	Annual maintenance or condition check See also Daily pre-use check
Building Security Alarms, locks	Annual test – contractor
Gas Boilers	Annual service and test (Contractor must be on Gas Safe Register)
Gas Appliances (Catering)	Annual service and test (Contractor must be on Gas Safe Register)
Gas (Laboratory)	Annual service and test (Contractor must be on Gas Safe Register)
Radiation	In accordance with H&S legislation and Medway LA
Lifts	12 month inspection if goods lift
Windows	Annually (respond to reports of damage or malfunction) Ensure replacement glass and glazing is installed in accordance with relevant glazing standards

Section 8 - Every 2 years

Area of work	What is required
Water system risk assessment review	Every two years - contractor review (to be checked against contract)

Section 9 - Every 3 years

Area of work	What is required
Asbestos site survey	Every three years – full site survey (contractor review)

Section 10 - Every 5 years

Area of work	What is required
Fixed Electrical equipment	Every 5 years - Contract