



**THE  
COWPLAIN  
SCHOOL**

**Rev & updated: Summer 2019  
Date of next rev: Summer 2020**

## **Health & Safety Policy**

### **School aims**

At The Cowplain School we intend to:-

- 1) Assist students in becoming independent and responsible adults.
- 2) Achieve excellence in our educational outcomes.
- 3) Provide learning experiences that meet the needs of each individual.
- 4) Employ the full range of available teaching and learning strategies for our students.
- 5) Provide effective training for all staff in pursuit of professional excellence.
- 6) Provide appropriate resources to support high quality learning experiences.
- 7) Provide an attractive and safe learning environment.
- 8) Ensure that there are high levels of confidence between school and community.
- 9) Monitor and evaluate our progress in all aspects of the school's development.

### **Section 1**

#### **Aims of the Policy**

The Governors and Headteacher are fully aware of their responsibilities under the Health & Safety Act 1974 and other Health & Safety legislation relevant to the school's activities. In order to meet these responsibilities, they regard Health & Safety of paramount importance and give it the highest priority. It is therefore the intention of the Governors and Headteacher to ensure so far as is reasonably practicable, the health, safety and welfare of all students, staff, visitors and other users of the premises.

The objective of the Health & Safety policy is to minimise risks to the Health & Safety of students, staff and others affected by the school's activities, by identifying and then controlling hazards. This will be achieved by:

- Providing and maintaining a safe and healthy working environment ensuring the welfare of all using the site
- Complying fully with all statutory requirements to ensure a safe environment for all
- Maintaining control of Health & Safety risks arising from our activities by providing safe systems, equipment and machinery
- Providing appropriate information and instruction ensuring staff are suitably trained and competent to do their work safely.

- Developing a positive Health & Safety culture where accident prevention is at the forefront of the work for all parties concerned which is essential for the smooth and efficient running of the school.
- Consultation with all staff on matters affecting their Health & Safety in the working environment thereby ensuring they are fully aware of their legal obligation to co-operate fully with all Health and Safety measures in place.
- Reviewing and revising safe working practices and procedures periodically and when circumstances dictate a necessity to amend or improve.

All staff, students and visitors are required to act in a safe way themselves, use protective equipment provided, follow Health & Safety rules, regulations and requirements and report any hazardous conditions directly to the Site manager (as the designated Health & Safety officer) or the Headteacher.

## **Section 2**

### **Responsibilities**

The overall responsibility for Health & Safety at The Cowplain School is held by the Academy Trust who have delegated responsibilities as such:

#### **2.1 Headteacher:**

- Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the monitoring of the effectiveness of that programme through the Health & Safety designated Officer
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made
- Develop a safety culture throughout the school
- Ensure staff are aware of their health & safety responsibilities
- Will ensure that adequate staff, funds and resources are assigned to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation including training requirements
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will review the designated Health and Safety Officer's reports and take action where appropriate
- Periodically update Governors as appropriate

#### **2.2 Designated Health & Safety Officer (Site Manager):**

- The Site Manager is responsible for the day to day implementation of the School's Health and Safety arrangements
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Site team, as necessary
- Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept
- Will ensure, in conjunction with the site team that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- Will ensure that any 'near-miss' reported is recorded and cause resolved
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be carried out
- Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety guidelines, and have the relevant insurances etc in place

- Will ensure that all areas of the School are inspected, from a Health and Safety point of view, at least once per term
- Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- Will report to the Headteacher and Governors concerning Health and Safety matters, making recommendations as necessary
- Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary
- Will ensure that all Staff have adequate Health & Safety training for the tasks that they are required to perform, including the compilation of risk assessments
- Will ensure that all Staff have received a copy of the Health and Safety Policy and visitors have received a copy of the Health and Safety guidelines and are aware of their legal obligations to co-operate fully with the contents
- Will work within own level of competence seeking guidance and direction from the appropriate authority when required

### **2.3 Health & Safety Assistance & Advice**

The appointed Health & Safety Consultancy Company will be the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the consultancy company must be sought.

### **2.4 All staff (Including trainees and volunteers):**

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Regulations
- Will fully familiarise themselves with the emergency procedures documents (red folder)
- Will ensure that all Safe Methods and Procedures are followed at all times and in particular ensuring students' safety is paramount
- Will observe Health and Safety Rules at all times
- Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety
- Will report in writing all accident, damage, hazardous or dangerous conditions or situations or 'near misses' to the Health & Safety Officer or Headteacher without delay
- Will assist in investigations due to accidents, dangerous occurrences or 'near misses'
- Will be appropriately dressed to carry out their job whilst maintaining the school dress code
- Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate
- Will ensure that working areas are kept clean and safe
- Will inspect all equipment before use to establish that it is safe to use.
- Will familiarise themselves with First Aid and Fire Procedures
- Will look after all Health and Safety equipment properly and report any defects immediately
- Will ensure that any personal electrical equipment brought onto the school site has a valid PAT test before use. This can be done by the site team, with prior arrangement, if necessary.
- Will not act in a way that may cause harm or ill-health to others
- Will familiarise themselves with the Hot Drinks Policy

## **2.5 Heads of Department**

- Heads of Department will be responsible for the implementation of this policy in their subject areas
- Heads of Department will be responsible for the day-to-day local management of health and safety within their subject area
- Heads of Department will ensure that staff are provided with adequate safety information
- Heads of Department will manage all integral and specific risks relating to the subject area's functions
- Heads of Department will ensure the subject area complies with overall school policies and procedures; that all activities are periodically risk assessed; that periodic inspections are carried out and that necessary controls are implemented.
- Heads of Department will ensure they write procedures for the use of hazardous equipment and that warning notices are posted and kept in good order.
- Heads of Department will make inspections to ensure safety equipment, such as aprons, gloves, goggles etc, are available and are in a suitable condition for use

## **2.6 Class Teachers & Classroom based support staff**

- Under the Health & Safety at Work Act 1974, teachers & classroom-based support staff have a duty to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts and omissions
- All teaching staff must be aware of the safety precautions necessary for the equipment under their care and chemicals used within their teaching areas
- Teachers must ensure that protective clothing for both staff and students is available and used whilst activities are in progress which, by their nature, present a foreseeable hazard

## **2.7 All other persons on the school property:**

- Will observe the Health and Safety Regulations and Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.
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## **Section 3**

The Lead Site Health and Safety Governor undertakes the following tasks and reports back to the Governing Body at their regular meetings:

- To receive reports from the Health and Safety Officer on Health and Safety matters
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to ensure methods and procedures are in place to prevent any recurrence
- To carry out any joint inspection of the School that may be required
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **Methods and Procedures:**

- The following methods, procedures and practices are in place at The Cowplain School (listed alphabetically):

### **3.1 Cleaning**

Cleaning in the school is carried out by Contractors and the school's own staff and has a regular schedule of cleaning.

#### **Cleaning Materials:**

- The Contractor will ensure that their suppliers will instruct Staff in the correct usage and handling of the cleaning products.
- Cupboards containing cleaning materials are locked when not in use.
- The school's own staff also ensure that cleaning materials are locked away when not in use.
- Any significant spillages are to be reported and cleaned as soon as possible
- Door mats and hygiene services to be regularly maintained through contracted suppliers
- Any potential outbreaks of infections will be responded to with the relevant control measures

### **3.2 Community Users/Lettings/Extended Services**

The responsible manager/headteacher will ensure that:

- Third parties and other extended services users operate under hire agreements and receive a copy of the school's Conditions of Hire
- A risk assessment for the activity is completed by the user
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **3.3 Contractors**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations the School exercises control over contractors in the following way:

#### **IDENTIFICATION OF SUITABLE CONTRACTORS**

The following items will be taken into account:

- All contractors must report to Reception where they will be asked to sign the Contractors Book and Asbestos Register and will be issued with emergency evacuation information.
- Adequacy of Health and Safety Policy
- Safe Systems of Work in Operation (Method statements, Risk Assessments)
- Training Standards

## **IDENTIFICATION OF HAZARDS**

The Contractor will be required to demonstrate that all hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards on site – e.g. Asbestos
- Safe access to/egress from the site
- Equipment is safe for use
- Confined Space Entry
- Storage of any hazardous materials
- Occupational Health risks including Noise

## **CONTROL OF CONTRACTOR ON SITE**

- The site team will co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Provision by Contractor of Written Method Statements in advance
- Notification of any permits to work including hot works
- Notification by Contractor of all accidents or 'near misses' to site team immediately who will report to Matron
- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

### **3.4 Defects**

Any defects are to be reported immediately to the Site team via the Site Helpdesk ([Sitehelp@cowplainschool.co.uk](mailto:Sitehelp@cowplainschool.co.uk)) The helpdesk is live and constantly reviewed by the Site Manager and Site Team. If the works cannot be undertaken by the Site Team, a contractor who can undertake the works will be arranged.

### **3.5 Display Screen Equipment**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedure where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations
- All DSE Users must complete a periodic workstation assessment and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding two years.
- Implement any requirements established in assessment
- Assist with eye and eyesight tests for the 'user' or any person about to become a user if necessary
- Assist with appropriate eye and eyesight corrective appliances as necessary
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station

### **3.6 Duties – Student Safety**

The School Staff have a Statutory Duty Rota to ensure that adequate supervision is available at all times.

- Duty staff to ensure students have adequate amount of freedom within the School Grounds, commensurate with enjoying a healthy and safe environment.
- Duty Staff who identify an area of the School Grounds that is deemed unsafe, they designate it 'out of bounds', report it and ensure that it is not used until directed so, following remedial work.

### **3.7 Electrical Equipment**

- Electrical equipment in the school is to be used and maintained in accordance with the Electricity at Work Regulations 1989 (EAW). These regulations apply to all work activities involving electrical equipment.
- Before use all portable electrical equipment should be checked by the user for damaged plugs and cables and loose or worn controls.
- Defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Team and immediately taken out of use until repaired.
- PAT inspection – portable electrical equipment will be inspected and tested annually based on the HSE leaflet, "Maintaining portable electric equipment in low-risk environments".
- Private electrical equipment may not be brought onto the premises and used until it has been PAT tested by the Site Team; this includes mobile phone chargers and other similar equipment.

### **3.8 Fire**

The School is regularly inspected to ensure that it complies with all relevant requirements. A Fire Risk Assessment is to be completed regularly by an External Consultant to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with. This was last completed in November 2018. The next scheduled review will be held during 2019.

#### **GENERAL**

- Fire Evacuation Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.
- Details of assembly points are included in Fire Procedure instructions. Staff have a responsibility to know the location of the assembly point and how to get to it in the event of fire.
- Students are regularly instructed in the action to be taken in the event of fire.
- Personal Emergency Evacuation Plans (PEEPS) are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency. Matron will liaise with the Site Manager to advise when an assessment is required.
- Visitors are provided with instructions via a handout from reception

#### **FIRE DRILLS**

- Fire practices are carried out each term and these practices are recorded in the Fire Management folder
- Fire alarm tests are carried out weekly and recorded in the Fire Management folder

#### **SMOKING POLICY**

- Smoking constitutes a fire hazard and is against the law within the premises
- All Staff, Parents, Students and Visitors are made aware that the School is a non-smoking site
- Smoking on the premises is also against our code of conduct and therefore an offender will be subject to disciplinary procedures; this includes e-cigarettes and vapes

### **3.9 First Aid & Medicine Control**

First Aid and Medicines are under the direct control of Matron. First Aid Boxes are checked and re-stocked termly. The school requires parents to fill in a Medical Form for Students and an Emergency Consent Form.

A First Aid Needs Assessment is completed by the Health and Safety Officer and Matron. Where necessary individual Risk Assessments and Health Plans are carried out for students and staff by Matron and the Health and Safety Officer. Arrangements for first aid provision are set out in the First Aid Policy.

The following items are also controlled by Matron:

- Student's Medicines – whether it is kept in a locked cabinet or refrigerator and administered as directed or if Student is authorised to carry
- Dispensary Log - detailing what has been given to whom, for the record.
- A stock of tablets for general use, kept in a locked cabinet.
- The Accident Book – is to be completed by Matron and reviewed by the Health and Safety Officer; this will be completed for any injury, however minor, requiring treatment. Staff may be required to provide a written account of the accident.
- The 'near-miss' log – filled for any near misses – to be reported directly to The Health & Safety Officer
- The School will report any work related deaths, major injuries, injury lasting more than three days, any work related diseases and dangerous accidents to the local HSE Office as required by the RIDDOR regulations. Such an accident will also be recorded in the Accident Book
- The school has a number of first aiders trained and the locations are issued termly
- A list of students together with medical conditions will be distributed to staff and updated on a termly basis.

### **3.10 Food Preparation Area (School Kitchen)**

- Only authorised staff will be allowed access to the school's kitchen area
- Permission for access must be sought from the Kitchen Manager or Site Manager
- All catering staff are employed directly by The Cowplain School. They must operate within the requirements of the Food Standards Act 1990 and Food Hygiene Regulations 2006 and follow the Food Standards Agency guidance
- The Cowplain School are responsible for delivering training to catering staff directly employed by them

### **3.11 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Staff will adhere to the following at all times:

- Keep corridors and passageways free from obstruction
- Keep work areas tidy at all times
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Place heavy items on lower shelves to assist manual handling
- Keep floors clean and dry
- Do not obstruct emergency exits
- Store supplies in the correct location



### **3.12 Hazardous Substances**

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- Listing of Substances being used to establish whether they come under COSHH Regulations in relevant locations
- Carry out COSHH Assessment having regard to the following points:
  - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
  - 2) Control Measures to be adopted.
  - 3) Maintenance of the Control Measures.
  - 4) Monitor the situation to establish that the measures are effective.
  - 5) Undertake Health monitoring where relevant.
  - 6) Carry out Instruction and Training to ensure; correct handling, storage and disposal; Emergency Procedures; Methods of Control; Use of Personal Protective Equipment
- Record all information on relevant assessment form which is held in the site hut
- Sharps and Medical waste is stored and disposed of via a contract

The issues relating to Asbestos are covered by special statutory regulations which are outside the scope of COSHH. The School has an Asbestos Register in place, completed by a Specialist Contractor, and held in the reception for ease of access to relevant people. Any contractor undertaking work within School where there is evidence of Asbestos are provided with detail / briefed on the contents of the Asbestos Report for the school.

### **3.13 Hot Drinks**

No hot drinks are allowed in classrooms, in corridors or in other areas of the building without a sealed lid, to avoid spillage and scalding. This applies to before and after school events.

### **3.14 Legionella**

Legionella is a generic term of bacteria (legionellae) which is common in natural and artificial water supplies. It thrives at temperatures between 20 and 45 degrees celsius.

The Headteacher will:-

- Appoint a competent person with sufficient authority and knowledge of the installation to help take the measures needed to comply with the law.
- Ensure that suitable and sufficient training is provided to members of staff nominated as the competent persons and for those who carry out the monitoring checks.
- Ensure that records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.
- The Legionella competent persons will manage and undertake all procedures regarding Legionella in accordance with Legionella Approved Code of Practice (L8) and HSG274.

#### **Control and Monitoring**

- The site team carry out and record the results of the following control measures:-

- When flushing hot and cold water sources they are to be flushed for at least two minutes at a reasonable flow rate.
- Weekly flushing for low use hot and cold water sources.
- Flush all taps and water sources after half term.
- Remove and descale shower heads every 3 months.
- Descale taps as required.
- Monthly checks on the water temperature for the cold and hot water sentinel taps.
- Records to be maintained for weekly and monthly flushing together with temperature checks.

### 3.15 Machinery & Equipment

Maintenance on all School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- General Inspection of equipment by Maintenance Staff and Teaching Staff before use.
- Annual checks on Portable Electrical Equipment – with regular monitoring
- Annual Service of Heating Equipment
- Annual service of Fire Extinguishers
- Servicing of Fire Alarm System under contract
- Servicing of Catering Equipment under contract
- Five yearly checking of fixed electrical wiring
- Emergency lighting

### 3.16 Management of Asbestos

The Site Manager and Site Staff are the nominated competent persons for asbestos on the premises and act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. The Headteacher will be advised regarding any situation relating to asbestos which may affect the safety of any premises user.

Asbestos is not a hazard to health if it is encapsulated and not disturbed or invaded in any way, e.g. drilling into a wall. All the potential hazards on site are encapsulated and safe.

We have an asbestos register in reception which is continually updated and reviewed by HCC Property Services through their in-house providers Hampshire Scientific Services.

All contractors carrying out any works on site are required, without exception, to view the relevant areas in the register and sign to confirm they have done so.

Do not invade any area unless you have contacted the Site Manager, this includes using staples and drawing pins (**Please note:** these items should only be used on noticeboards anyway).

If you suspect an area which may contain asbestos has been damaged or you have any concerns please contact the Site Manager immediately.

### **3.17 Manual Handling**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process
- Where activities involving risk cannot be avoided they will be subject to a Risk Assessment.
- The risk of injury will be reduced as far as reasonably possible by:
  - Assistance from other personnel
  - Use of sack truck/flatbed trolley or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object

### **3.18 Minibuses**

The school currently owns one minibus and leases another. The school operates minibuses under Section 19 Permits of the Transport Act 1985. The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations. In addition, a 12-week safety check is carried out on the minibuses at a garage. Every driver must hold a relevant MIDAS certificate.

Diesel, head-lights, tail/brake lights, oil, water, brake fluid, steering fluid, radiator fluid, window-washer, de-icer, tyres and belts are all checked each week and this is recorded on a log book kept in the Site hut. Any repairs carried out to the vehicle are also recorded in a log book.

#### **The Minibuses are equipped with the following:**

- Hi-viz jackets for staff and students
- First Aid Kit – checked termly
- Fire Extinguisher – checked half-termly
- Torch – checked half-termly
- Basic Tools – checked half-termly
- De-Icer (in Winter)
- Breakdown recovery card

#### **Before commencing a journey the following procedure will be adopted:**

- The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road and record within the minibus log book.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

#### **In the event of a breakdown the following procedure will be followed:**

- The Member of Staff will stay with the students at all times unless the students have been collected and therefore, staff stay with the minibus.

- A Mobile Telephone will be taken in the minibus and used to summon assistance from the relevant breakdown company/Police
- The driver must notify the school immediately providing location

### **3.19 Off Site Activities**

For all school trips and visits there must be authorisation received in advance from the EVC and the relevant information logged in detail on the EVOLVE website which is held by Hampshire County Council on the schools behalf. Adventurous, overseas and residential trips must be authorised through Evolve, by county 8 weeks prior to the visit/trip taking place. For all other visits and trips, please submit your Evolve form at least 4 weeks in advance.

The main provisions are summarised as:

- Careful planning of trip with prior visit made by the organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- A full risk assessment must be completed and approved by the EVC
- Adequate notice given to parents of all aspects including an itinerary of the trip and written permission obtained for a student to go on the trip
- Authorisation must be received from Evolve prior to departure

#### **SUPERVISION:**

The School always considers the ratio of adults to students very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for students, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements
- The expertise of Staff accompanying the trip and qualifications relevant to the activity
- The Accident and Emergency procedures
- A designated Contact person who knows the itinerary and is able to alert the relevant pre-arranged contacts – Head teacher/Deputy Head teacher
- Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be taken into account.

### **3.20 Personal Protective Equipment**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- Provide suitable PPE
- Assess present PPE

- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

### **3.21 Reporting Procedures – for Serious Accidents and ‘Near-misses’**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and are as follows:

#### **IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE/ONLINE) IF ONE OF THE FOLLOWING OCCURS:**

- Fatal Injury to Staff, Student or Any Other People in an accident on the premises.
- Specified Injuries to Staff, Student or Any Other People in an accident on the premises
  - The specified Injuries as listed in the Regulations.
- Dangerous Occurrences listed in the Regulations.
- Occupational Diseases
- Gas incidents
- *Please refer to the regulations on the website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)*

#### **REPORTING:**

- An online or telephone report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by any of the above or within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days as a result of workplace accident

#### **REPORTING FORMS:**

F2508 - for injuries and dangerous occurrences  
F2508A - for diseases

#### **RECORD KEEPING:**

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

### **3.22 Risk Assessment**

Risk Assessments will be carried out on all potential hazardous activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- The potential Hazards associated with a particular activity
- The Potential Frequency and Severity of an accident
- The Control Measures being employed to minimise the risk of an accident occurring.
- The Action to be taken to adequately control the hazard

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

### **3.23 Security of the Site**

The School is an un-gated premises that is frequently populated by local community users out of school hours. Arrangements regarding security are based on the premises security risk assessment. The School will take all reasonable steps to prevent unauthorised access on the premises. The grounds may be entered easily but the outer doors to buildings are locked from 6pm onwards every evening, with some doors being locked earlier at 3.40 pm.

- Visitors are required to report to reception on arrival and are issued with a badge to establish their identity to staff and students. Visitors must sign out when leaving and return their badge.
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Staff are required to be vigilant at all times and to challenge any person who is not known or wearing a visitors badge to establish whether or not they should be on the School premises.
- There is a Site team on duty from 6am – 9.30pm Monday to Friday and they are responsible for the security of the buildings
- Keyholders – a full listing of keyholders is available from the Site Manager. All internal and external keys are to be signed for with the Site Manager. No keys are to be passed between staff members. Any staff leaving the employment of the school must personally return keys to the Site Manager.

Security of certain buildings out of School hours is assisted by the installation of an Intruder Alarm in the Main Building, CCTV around the Site and the contracted security team that patrols the site out of hours.

### **3.24 Training**

All staff will receive Induction Training in line with the School's Induction Programme. Ancillary, Site and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfill.

In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

All employees will be informed about, and trained in, all appropriate health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

Training, whenever possible, will be conducted during working hours.

All staff will receive appropriate training in the need for, and completion of, all risk assessments necessary to ensure a safe and secure working environment at The Cowplain School.

### **3.25 Vehicles on Site - Control**

Arrangements regarding onsite traffic management are based on the traffic risk assessment. The Control of vehicles on site is of paramount importance to ensure the safety of Students, Staff and Visitors. Drivers are required to control the speed of vehicles in the grounds, and not to exceed the speed of 5mph and drive in a safe manner.

The following rules must be observed at all times:

- Speed must be kept to no more than 5mph
- Drivers are required to observe the one way system in the grounds.
- Care to be exercised always as there may be children crossing roadways.
- Parking only to be carried out in designated areas – thus allowing access for emergency vehicles
- External waste management visits are organised when students will not be: arriving at school, during lesson changeovers, break-times or when students are leaving the school site at 2.30pm.
- There is to be no movement of vehicles between 2.30pm and 2.40pm to ensure students can leave the school site safely. Site team will attend the main gate to administer this rule

### **3.26 Waste Disposal**

#### **General Waste**

The disposal of this waste is carried out weekly by an external contractor.

#### **Food Waste**

This waste is similarly disposed of via the same external waste contractor.

#### **Medical and Sharps Waste**

This waste is disposed of through an external contractor.

#### **Hazardous Waste**

Where there is a requirement to dispose of Hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken and specialist contractors will be employed to carry out the disposal. Relevant records will be kept by the school

### **3.27 Working at Height**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. The regulations apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height should be properly planned and organised
- All staff will be properly trained and competent to use 4 tread stepladders
- Staff are not to improvise or use alternative access method of their own choice. Use of any furniture, including tables and chairs is forbidden for any work at height.
- Site Team will undertake tasks where a stepladder with more than 4 treads is required.
- Site Team need to ensure they attend a Ladder and Stepladder training course every three years.
- A Risk Assessment will be carried out to establish the correct access equipment
- Equipment for Work at Height will be properly inspected and maintained
- Risks due to work on or near fragile surfaces will be properly controlled

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

#### **Monitoring, Evaluation and Review**

- The Policy is reviewed every year by the Senior Leadership Team and Governors as part of the self evaluation cycle. Appropriate action is taken if changes are required.

#### **Other Relevant Policies**

This Policy should be used with reference to one or more of the following policies:

Accessibility Plan  
Allegations Policy  
Anti-Bullying Policy  
Attendance Policy  
Behaviour Policy  
Bicycle policy  
Child Protection and Safeguarding Policy  
Code of Conduct  
Exclusions Policy  
Medical Policy  
SEN  
Single Equality Plan and Equalities Objectives