

Health and Safety Practical Arrangements

Introduction

Heritage School's Health and Safety Policy Statement (available on the Heritage website) provides the School's general statement of policy, and how responsibility is delegated throughout the school community. This Health and Safety Practical Arrangements document follows on and covers the arrangements for managing specific areas of health and safety. Some of these subjects require more detail and therefore a specific document has been written.

Heritage School is committed to:

1. Compliance with statutory requirements (including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999).
2. Assessing and controlling risks from curriculum and non-curriculum work activities.
3. Providing a safe and healthy working and learning environment.
4. Ensuring safe working methods and providing safe working equipment.
5. Providing effective information, instruction and training.

ORGANISATION AND RESPONSIBILITIES

The Trustees

The Trustees, as the principal employers under the Health and Safety at Work Act 1974, recognise and accept their overall responsibility for health and safety at Heritage.

To enable these duties to be carried out the Trustees will ensure that responsibilities for health and safety matters are clearly assigned, accepted and fulfilled both by designated staff, and by all employees at all levels within Heritage.

Designated Staff

The Headmaster

The Headmaster has primary responsibility for ensuring health and safety at Heritage. To that end he oversees and meets regularly with the Compliance Officer.

The Compliance Officer

The Compliance Officer administers health and safety matters within the school. The Compliance Officer works on behalf of the Trustees by providing and interpreting policy and in assisting Heads of Department and other Senior Leaders with the implementation of policy. The Compliance Officer reports at each meeting of the full Board of Trustees on all significant health and safety matters affecting the School.

Termly health and safety meetings chaired by the Head, and attended by the Compliance Officer, Site Manager, and other key Heads of Department, are held at the School.

External Consultants

External professional health and safety advice is contracted whenever appropriate - such as for the annual Fire, Legionella and Asbestos risk assessments.

Other Staff and Students

Class teachers

Classroom teachers are expected to:

1. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

2. Follow the health and safety procedures applicable to their area of work.
3. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
4. Ensure the use of personal protective equipment and guards (eg. safety goggles in science) where necessary.
5. Report all accidents, defects and dangerous occurrences to the Compliance Officer.
6. Lower School teachers and Upper School Form Teachers: to inform the Compliance Officer of any changes to any individual pupil's needs which might require specific evacuation arrangements in the case of an emergency.

All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the Headmaster or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific Health and Safety training received.
4. Record accidents in the accident books.
5. Cooperate with other persons to enable them to carry out their health and safety responsibilities.
6. Exercise good standards of housekeeping and cleanliness.
7. Know and apply the procedures in respect of fire, first aid and other emergencies.
8. Inform the Compliance Officer of any disability which might require specific evacuation arrangements in the case of an emergency.
9. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Students

Students, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions given from staff in any emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

The Site Manager ensures that all contractors employed by the School are professionally qualified to undertake their work and have sufficient liability insurance. The Site Manager ensures they are provided with the necessary information and instructions to follow the School's procedures, so as to ensure their health, safety and welfare whilst on the school premises. Where necessary, the information contains details of the systems of work and action to be taken in the event of an emergency.

All contractors who work on the premises are asked to identify and control any risk arising from their activities and inform the Site Manager of any risks that may affect staff, students and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Site Manager will take such actions as are necessary to protect the safety of staff, students and visitors.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within the school to eliminate and/or reduce health and safety risks to an acceptable level and to comply with legal requirements:

Accident Reporting, Recording and Investigation

An accident is defined as any unplanned event that results in injury or ill health.

A near miss is defined as any unplanned event that does not cause injury or damage but has the potential to do so.

All staff are required to ensure that all accidents, and near misses are reported to the Headmaster who will ensure that the accident is investigated and reported to the Health and Safety Executive (RIDDOR) as appropriate.

School Accident Books are kept in the following locations:

1. Office - one book for students and a separate one for staff/visitors
2. Staff Room
3. Playground/PE bag
4. Senior Trips Bag 1
5. Senior Trips Bag 2

The School Office holds the accident book for staff and visitors. The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable via an accident form.

There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for certain types of accidents/incidents to be reported to the HSE. More information on how and what to report to the HSE, can be found in Incident reporting in schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>. Fatal and specified injuries involving employees can also be reported 0845 300 9933

Regular reviews of the accident books are discussed at termly Health & Safety Meetings, any trends are identified and discussed. Relevant action will be taken when necessary.

Asbestos

It is the School's policy that no employee, pupil, visitor or contractor be exposed to asbestos, as far as is reasonably practicable, except in the case of an approved asbestos surveyor or licensed removal contractor.

An Asbestos Risk Assessment has been conducted by a specialist surveyor to identify asbestos containing materials and an Asbestos Management Plan has been formulated. All asbestos containing materials have either been removed by a licensed contractor, or have been encapsulated, and a plan is in place to monitor their condition. Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

The Asbestos Management Plan also contains the asbestos register showing the location, type and condition of the asbestos. Details of the asbestos register will be made available as required to all occupants of the building and visiting contractors.

Behaviour / Anti-Bullying

All staff must be familiar with the school's policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Bushcraft - Clare Wood

We have an agreement in place with Clare Hall to use Clare Wood for Bushcraft/Forest School type activities. Class groups will only attend Clare Wood under the supervision and direction of suitably qualified school employees/contractors.

At the beginning of each series of sessions of Bushcraft/Forest School the suitably qualified person will carry out an inspection of the Wood and clear away any rubbish. Ground-level visual checks on

trees are made and a consultant is called in if deemed necessary. Additional checks will be made after adverse or severe weather.

A separate Risk Assessment has been written for Bushcraft/Forest School in consultation with suitably qualified bushcraft practitioners. This RA is updated regularly and must be followed by all staff supervising children in Clare Wood.

Cleaning

The Site Manager is responsible for managing the safe maintenance and cleaning of the School premises, using external contractors where necessary, in accordance with the Headmaster's instructions and the relevant cleaning specifications.

Curriculum Safety

Risk assessments for the school buildings and other areas of the school site as well as specific curriculum areas such as science and PE are available on the School Site & Local Area Risk Assessments in the Staff Information section of the school's intranet.

The risk assessments are made known to all teaching and support staff and are reviewed regularly.

Educational Visits and Trips

The Headmaster, Educational Visits Coordinator and the Enrichment Coordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits which is available on the School website. All staff must be familiar with this policy.

Electrical Installations and Equipment

The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and has current electrical test certificates for all its buildings. The Compliance Officer is responsible for ensuring that all portable electrical equipment is tested in accordance with the Electricity at Work Act for using and maintaining electrical equipment. PAT testing will be conducted every 2/3 years.

Fire Precautions and Emergency Procedures - see Fire Risk (Prevention) Policy

The School has appointed an external Fire Safety Consultant to carry out an annual fire risk assessment. The risk assessment will be updated more frequently than each year if there are significant changes are made to the interior or use of buildings

The Compliance Manager is responsible for ensuring:

1. That a Fire Risk Assessment is completed and reviewed annually.
2. That the school emergency plan and evacuation procedures are regularly reviewed.
3. The provision of fire awareness training to all staff.
4. That an emergency fire drill is undertaken at least every term.
5. The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Site Manager, is responsible for:

1. Formal maintenance and regular testing of the fire alarm (weekly testing) and emergency lighting (monthly testing).
2. The maintenance and inspection of the firefighting equipment (including annual testing by an approved contractor).
3. The maintenance of exit/escape routes and signage.

A log of all fire drills, weekly, monthly and annual tests and maintenance can be found in the Health & Safety folder located in the Compliance Officer's office.

All staff must be familiar with the school's emergency plan and evacuation procedures.

First Aid

A list of First Aiders is attached to the First Aid policy.

The School Administrator is responsible for ensuring that the stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid.

First Aid kits are to be available and maintained in individual form/classrooms by the form or class teacher.

Gas systems servicing and inspections

An annual check and service of the gas boilers is carried out by registered Gas Safe Engineers.

Hazardous Substances

The cleaners and maintenance personnel are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

The Head of Science and the Head of Art are responsible for safe storage and use of hazardous chemicals required for lessons in their respective subject areas.

All staff are reminded that no hazardous substances should be used without the permission of the Compliance Officer.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students over the age of 11, but under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints
- Strong glues

All the above should be used in a well ventilated area and stored away when not required for use.

Legionella and Water Safety

External consultants carry out an annual Risk Assessment on water safety within the school and provide ongoing professional advice. A management programme has been implemented including carrying out remedial action where recommended (eg. the removal of redundant pipework) and a weekly flushing, monthly temperature testing, and descaling regimes are in place.

Lettings/shared use of premises/use of premises outside school hours

When the premises are used for purposes not under the direction of the Headmaster, e.g. when a room or area of the school is hired to a third party, the person in charge of the activities will have responsibility for safe practices in the areas under their control.

The Bursar is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy. The Bursar will ensure that those letting the building have sufficient liability insurance for the activities planned. The Bursar will also ensure that they are provided with the necessary information and instructions to follow the School's procedures whilst on the school premises.

Lone Working

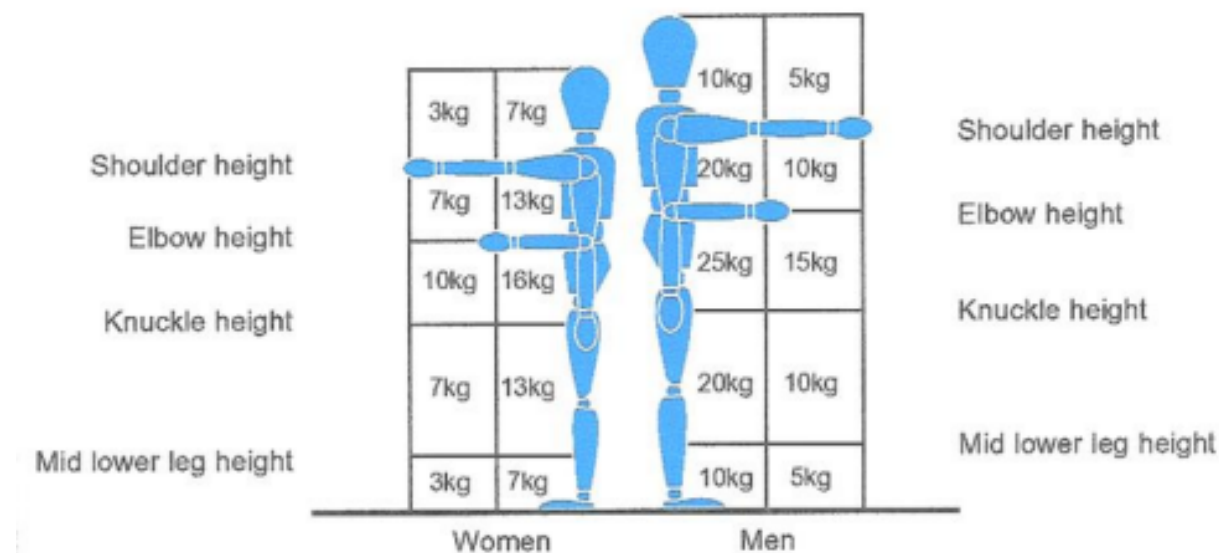
Lone workers can be defined as anyone who works by themselves without close or direct supervision. The cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury to themselves or damage to property or equipment, this particularly applies to Science and Art teachers.

Manual Handling

Manual handling refers to any activity which requires a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain objects.

Staff must not attempt to lift heavy objects on their own. As a guide the average maximum weights adult men and women should lift at different heights are displayed below:



PE

The Director of Sport is responsible for ensuring that all PE equipment and PE activities planned, are suitable and safe for the age and abilities of the students.

Students must not use or move PE equipment unless trained and supervised.

Playground Equipment

The Site Manager carries out a monthly inspection (defects, breakages, etc.) of all outdoor play equipment. This inspection is recorded, signed and stored in the Compliance Manager's office.

An annual detailed independent inspection of the playground equipment will be carried out by a person qualified to Register of Play Inspectors International standards.

Risk Assessments

The Headmaster is responsible to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

Heads of departments are responsible for ensuring that any specialist area within their faculty is covered by a risk assessment.

A professional legionella management firm has been appointed to visit the site at least annually and identify necessary actions.

A professional asbestos survey is carried out every year.

The Educational Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead school trips and visits.

Security

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be

reported immediately to the Headmaster.

Students should be strongly discouraged from opening external doors to unknown persons.

Staff Training & Development

The Headmaster is responsible for assessing the health and safety training needs of all staff and for arranging any identified training.

All staff will receive fire awareness training on an annual basis.

New staff will receive relevant training during their induction and will also be made aware of policies, procedures, fire precautions and first aid.

Stress

The Headmaster is responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

1. An environment in which there is good communication, support, trust and mutual respect.
2. Training to enable them to carry out their jobs competently.
3. Being able to plan their own work and seek advice as required.
4. Involvement in any major changes.
5. Clearly defined roles and responsibilities.
6. Consideration of domestic or personal difficulties.
7. Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Students participating in swimming lessons are taught by appropriately qualified instructors. In other circumstances, such as on school trips to the coast, a risk assessment must be drawn up and supervision plans be in place before students swim.

Tree Safety

An external consultant carries out a survey of all the trees on the school site at least every two years and remedial works are undertaken as promptly as possible. Remedial works on trees with TPO (Tree Preservation Orders) can normally only be carried out following Local Planning Authority permission. Where an exception applies (such as where there is an immediate risk of serious harm) the authority's consent to carry out works is not needed, but notice of those works may need to be given to the authority. Full guidance can be found here: [Tree Preservation Orders and trees in conservation areas](#)

Ground-level visual checks on trees are made, especially after adverse or severe weather, and a consultant is called in if deemed necessary.

Visitors

All visitors (including parents) must sign in and out at the school office and wear a visitor's lanyard while on site. Visitors to the school will be made aware of the emergency procedures and other health and safety information, as is relevant.

Authorised by	
The Trustees	Tom Amies (Chair of the Trustees)
Date	September 2021
The Headmaster	Jason Fletcher
Date	September 2021

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