

Treetops Learning Community

Health and Safety Policy



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1. General Statement of Health and Safety

As the Headteacher of Treetops School my aim is to run a successful school without risk to the health, safety or physical well-being of employees, pupils, parents and others who might be affected by the schools activities. The school will always seek to continually improve standards of health and safety in our working conditions, as well as in our equipment and systems of work and will provide the information, instruction, training and supervision required to achieve this.

The School and the Board of Trustees will, so far as reasonably practicable, ensure that all activities under their control are carried out safely and in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, and due regard to the advice and information provided by the school safety advisors. The Board of Trustees will allocate sufficient resources to maintain and develop Health and Safety within the school.

The Board of Trustees and the Headteacher will ensure that appropriate health and safety arrangements are in place.

The promotion of health and safety is a mutual aim for all employees and they should do all that is reasonably possible to prevent injury to themselves, other employees, pupils, parents and authorised visitors to the school and to prevent damage to equipment and property. I would also encourage individuals to think about the nature of the hazards that we encounter in our working environment and to contribute to our aim of making continual improvements in health and safety by removing or reducing these hazards. The school will consult with employees in setting policy as well as the day to day management of health and safety issues.

This policy sets out the individual responsibilities (Part 2) as well as the general arrangements (Part 3) for health and safety as required by the Health and safety at Work etc Act 1974. It also includes general arrangements for the control of aspects of health and safety required by more specific, secondary legislation.

This policy will be readily available to all employees and I will ensure that they all understand the main provisions of the policy and that they are aware of and meet the responsibilities that the policy places on them for health and safety matters. The School Health and Safety Policy will be available on the school intranet.

This policy will be reviewed and updated annually, particularly to reflect changes in the nature and size of the school, the introduction of new equipment or procedures and any changes required to comply with health and safety legislation and any amendments will be brought to the attention of all employees.

Paul Smith
Headteacher
Treetops School

STATUS OF THIS DOCUMENT

Produced August 2008

Revised and updated December 13/12/17 by Graham Love (Site Manager)

Signed by Chair of Trustees..... Alan Peaford.....Date 13/ 12/ 17

Signed by Headteacher Paul SmithDate 13/ 12/ 17

2. Organisation and Responsibilities

All Employees

All employees have a responsibility under the Health and Safety at Work etc.

Act to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work.

They also have a responsibility to:

- Co-operate with the school on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- Use any equipment provided for their safety in a correct manner.
- Report any defective property or equipment to their supervisor or other appropriate person, i.e. Site Manager (Graham Love) or site team.
- Report all accidents, incidents or dangerous occurrences at the earliest possible opportunity to prevent recurrence to the school Business Manager (Sandra Slade)
- Be familiar with and comply with safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has a duty to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Headteacher

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. He will be supported in this responsibility by the Board of Trustees and Deputy Headteacher.

The Headteacher (Paul Smith) has overall responsibility for:

- The Occupational Health, Safety and Welfare of all employees and pupils within the school.

- Initiating and ensuring that an authorised and effective policy for Health, Safety and Welfare is maintained.
- Ensuring that the policy is reviewed and updated at least annually or to reflect changes in legislation, the organisation or working practices.
- Authorising the issue of new or revised Safety Procedures.
- Communicating with employees on matters regarding Health and Safety.
- Taking disciplinary action, under school disciplinary procedures, where there are wilful or negligent breaches of Health and Safety legislation or school procedures.
- Promoting good practice with regard to Health and Safety at work.
- Organising a programme of safety inspections and for initiating actions necessary to remedy deficiencies within the school.
- Implementing a safety management plan/action plan. Plan to include responsibilities and timescales which prioritise higher risks.
- Identifying the safety training needs of staff paying particular attention to young or new employees and ensuring that these training needs are met.
- Investigating all accidents, injuries, diseases, dangerous occurrences or near misses with the aim of establishing the cause or causes and taking any appropriate action to prevent or minimise the risk of a recurrence. Using guidance from [Section 3](#) No2 of this policy
- Reporting all accidents, incidents or dangerous occurrences to the statutory authority that are reportable under RIDDOR
- Ensuring that certain tasks/operations, as required by legislation, are only carried out by trained and competent persons.
- Displaying such Health & Safety notices as required by statutory legislation
- Ensuring that risk assessments are conducted where required and that reasonable steps are taken to ensure that any necessary control measures are identified and implemented.
- Ensuring adequate resources are available for implementation of the policy.
- Ensuring that the Health and Safety Policy and School Codes of Practice are fully implemented and are monitored on a regular basis to ensure compliance.
- Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to the inspectors of the Health and Safety Executive and any other health and safety officials as appropriate.
- Ensuring that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.

The Headteacher has to delegate some functions to other staff but this will not affect the Headteacher's overall responsibility for health, safety and welfare.

Deputy Headteacher

The Deputy Headteacher (Mick Simmonds) has the following responsibilities:

- Assisting the Headteacher in the implementation, monitoring and development of the safety policy.
- Standing in for the Headteacher during extended periods of absence.
- Creating and checking the staff competency matrix to see if training or refresher training is due. e.g. first aid, epipen, hoist, e-safety etc.

- Organising health and safety training as part of the staffs continual professional development (CDP)
- Identifying any new training needs and adding to the staff competency matrix.
- Delivering training and checking the schools e-safety policy is being adhered to. Using Section 3 No 30 of this policy as guidance.
- Overseeing the controls and checks are carried out on the mini buses as stated in Section 3 No 18 of this policy.
- To ensure that the vehicles and driving within the school complies with the school policy. Section 3 No18
- Ensure that the first aid in the school is delivered as described in Section 3 No3 of this policy.
- To monitor that risk assessments of New and Expectant Mothers working in the school are being carried out using Section 3 No14 of this policy as guidance.
- Checking and passing all residential stays and trips out are well planned and safe to proceed using national guide lines. Refer to Section 3 No 29 of this policy.
- To ensure that specific medical issues on pupils are accessible to all teachers. Refer to Section 3 No33 c) of this policy.
- Organising regular checks that the school internal email system is being checked daily by all staff members. Refer to Section 3 No33 d) of this policy.

Assistant Headteachers

- Assisting the Headteacher and Deputy Headteacher in the implementation, monitoring and development of the safety policy.
- To liaise and support the key stage leaders to carry out risk assessments for New and Expectant Mothers working in the school. Refer to Section 3 No14 of this policy.

Site Manager

The Site Manager will, on behalf of the Headteacher, have day-to-day responsibility for the following functions:

- Implementation and operation of a preventative maintenance programme.
- Supervision of the Site Team, ensuring that adequate records are kept and schedules adhered to.
- Organisation of plans and procedures for emergency situations and liaison with emergency services using guidance in Section 3 No 4 of this policy as guidance.
- Act as the number 1 key holder on 24 hour call.
- Monitoring of on-site contractors using Section 3 No 6 of this policy as guidance.
- Manage, develop and supervise school security procedures as detailed in Section 3 No 24 of this policy.
- Oversee arrangements for locking and unlocking of all premises.
- Monitor and ensure the recording of regular checks on fire alarms, 6th Form Lift, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings using guidance in Section 3 No 4 of this policy.
- Ensuring that access to fire exits and equipment are free from obstruction.
- Weekly testing of all magnetic door locks.
- Making sure that all back up batteries and UPS's are renewed for magnetic doors and fire roller shutters when identified as faulty during weekly test.
- Ensure that all electricity and electrical equipment is serviced and cared for using Section 3

No 7 of this policy as guidance.

- Ensure that all car park and bulk head lighting is working. Adjust timers as necessary so that they are always on while the school is open.
- Carry out monthly emergency lighting checks and organise repairs as necessary using guidance from Section 3 No 4 of this policy.
- To ensure that all ladders and steps are used and checked using Section 3 No9 of this policy as guidance.
- Ensure that a competent engineer attends site to carry out a six monthly and annual test on emergency lighting.
- Reporting in accordance with agreement procedures any trespass on the premises and/or damage from unauthorised intruders.
- Overseeing building cleaning standards and procedures. Ensuring that all refuse is disposed of safely and responsibly.
- Operation and monitoring the heating plant and temporary heating equipment to maintain appropriate temperatures.
- Carrying out Risk Assessments and safety inspections for all areas of the site and for all working practices of the Site Team.
- Keep up to date data sheets and risk assessments for all general COSHH (Control of Substances Hazardous to health) products on site and dispose of any products that haven't been agreed with the Site Manger.
- To help assist teachers working in specialist areas to comply with their safety regulations.
- To make sure that a competent engineer has serviced annually the following:-
 - Kiln in art department if it is to be used in the future.
 - LEV (dust extraction in DT)
 - Fume cabinets in Science.
 - All fixed machinery checked in DT.
- Monitoring water quality and ensuring compliance with the L8 Approved Code of Practice "Control of Legionella bacteria in water systems". Using Section 3 No10 of this policy as guidance.
- Ensure that all expansion vessels are serviced and checked annually by insurance company and any findings acted upon.
- To write risk assessments in liaison with event organisers.eg Fetes, Christmas fares etc.
- To organise/chair/minute the health and safety meetings and distribute information to the staff afterwards using Section 3 No 5 of this policy as guidance
- Managing the utilisation of the School premises and associated facilities for both educational and allied usage making sure they are clean, secure, safe and well maintained.
- Advising the Headteacher of all non-conformances.
- Organising training so that Site Staff can carry out their duties safely and keeping records.
- Ensuring that all gas tight tests are carried out annually on all cookers on site by a competent engineer,
 - Ensuring that all gas safety emergency stop buttons are working in Science, Food Tech. 6th Form Common Room, Beacon Hill Kitchen and all Boiler Houses, checked weekly by Site Manager and annually by a competent engineer.
- Organise six monthly servicing of bikes and keep records.
- To ensure that the COSHH (Control of Substances Hazardous to Health) school policy is adhered to using guidance from Section 3 No15 of this policy.
- To ensure that PPE (Personal Protective Clothing) used by Site Maintenance staff is suitable and maintained as per the guidance in Section 3 No 15 of this policy.
- To keep on file the Method Statement and Risk Assessments of any lettings or outside organisations that use the school premises.

- To assist the School Business Manager in the event of the Disaster Recovery Plan needing to be implemented.
- To organise 10 weekly safety checks of school mini buses are carried out and reports given to School Business Manager.
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.

Health and Safety Trustee

Kevin Brice is the Governors' Health and Safety representative and is responsible for the following functions:

- He will carry out termly site inspections with the school Site Manager and monitor that all work identified has been completed within the given time lines.
- He will attend school Health and Safety meetings.
- He will report directly to the Governors' of any Health and Safety concerns.

School Business Manager

The Business Manager will, on behalf of the Headteacher, have day-to-day responsibility for the following functions:

- Ensure the reporting of accident and incidents as stated in Section 3 No 2 of this policy.
- To ensure that the drivers of the mini buses are complying with the school policy Section 3 No 19 of this document.
- To monitor the office staff are complying with the security procedures as outlined in Section 3. No 24 of this policy.
- To ensure that all lettings and organisations that use the school premises have been agreed by the Headteacher and comply to our Lettings policy. Refer to Section 3 No 31 of this policy.
- To keep on file and ensure that any Lettings or organisations that use the school premises have an in date public liability insurance document each year.
- Ensure that the school public liability insurance is in date and prominently displayed each year.
- To implement the Disaster Recovery Plan (Business Continuity Plan) and keep an off-site data back up at Little Thurrock School, Rectory Road, Grays. Essex RM17 5SW
Our IT Manager will make this available in the event of a disaster.
- Ensure that the 8.30am Monday morning staff meeting minutes are displayed on the staff room information board on the main site. Also that the minutes are emailed out to all staff using the school internal system. Refer to Section 3 No 33 a) of this policy for guidance.

Teachers

Will review any special safety provision required by pupils with SEN. They will work with other staff to ensure that pupils with special educational and/or medical needs are adequately covered in the school's planning and procedures relating to health, safety and welfare. For example:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;

- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- That pupils with hearing impairment are supported in terms of issues relating to safety during lessons and visits.
- That pupils with visual impairment are supported so they can make their way around school as safely and independently as possible.
- That pupils with physical impairment are supported so that they can make their way around school as safely and independently as possible.
- That suitable plans are in place for pupils whose behaviour requires individual planning and consistent intervention.
- Make recommendations on health, safety and welfare matters to the head of subject or senior management.

Science Teachers

Will work using this policy and CLEAAPS as guidance for control of Health and Safety in their areas.

For example:

- The control of COSHH (Control Of Substances Hazardous to Health) using guidance from Section 3 No 15 of this policy.
- The use of PPE (Personal Protective Equipment) using guidance from Section 3 No 15 of this policy.

Food Technology Teacher

Will work using this policy and CLEAAPS as guidance for the control of Health and Safety in their areas: For example:

- The control of COSHH (Control Of Substances Hazardous to Health) using guidance from Section 3 No 15 of this policy.
- The use of PPE (Personal Protective Equipment) using guidance from Section 3 No 15 of this policy.

Design and Technology Teacher

Will work using this policy and CLEAAPS as guidance for the control of Health and Safety in their areas: For example:

- The control of COSHH (Control of Substances Hazardous to Health) using guidance from Section 3 No 15 of this policy.
- The use of PPE (Personal Protective Equipment) using guidance from Section 3 No 15 of this policy.

VB Manager

The VB manager has the following responsibilities:

- Will carry out risk assessments and monitoring of all New and Expectant Mothers in the Verbal Behaviour Department using guidance from Section 3 No14 of this policy.

Teaching Assistants within Specialist Areas (Science / Food Tech / Design and Technology etc).

Are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

School Inductor

The school inductor has the following responsibilities:

- To induct staff at the start of their employment.
- To arrange cover so that somebody else can carry out the inductions in their absence.
- To familiarise the new staff with the building layout.
- To point out welfare facilities.
- To talk staff through the fire alarm and evacuation procedure.
- Identify how to call upon first aiders.
- Explain accident reporting procedure.
- To ensure that all new employees have received information on how to electronically access the following policies and confirm via email read receipt.
 1. Health and Safety Policy.
 2. Staff handbook.
 3. Safe Guarding and Child Protection Policy.
 4. Managing Sickness Absence Policy.
 5. Leave of Absence Policy.
 6. Disciplinary Procedure Policy.
 7. Equality Policy.
 8. Grievance.
 9. Whistle Blowing Policy.
- Ensure that the new staff member fills in a medical form.

Health and Safety Training Coordinator

- To ensure that the school Health and Safety board in the main staff room has current information on who has had specialist training (epipen, first aid, diabetes etc.) and their location in an emergency. Refer to Section 3 No33 b) of this policy
- To organise training and refresher training when required.
- To keep information on all pupil medical care plans and make it available when and where required.

IT Manager

The IT Manager has the following responsibilities:

- To carry out analysis of the DSE Workstations and assessing the risks.
- To change ink cartridges safely on behalf of the staff using PPE gloves.
- To store and arrange collection of all old ink cartridge boxes in a safe manner.

Safeguarding and Child Protection Designated Person

The designated Safeguarding person is **Mrs Angela Davies** - location Assistant Headteacher office main site.

The deputy designated person is **Mrs Lucy Meek** (key stage leader) - location Key Stage Leader office 6th Form or **Mrs Terri Carroll** (child protection admin) location main site office.

They are responsible for:

- Any staff concerns relating to child protection no matter how slight.
- Investigating and taking appropriate action.
- In the absence of the child protection designated person staff must inform the Headteacher of any concerns.
- **Refer to Section 3 No 28 of this policy for guidance.**

Pupils

All pupils have a responsibility to

- Follow the rules and guidelines set out for their safety and welfare.
- Take reasonable responsibility for their own safety and welfare and that of their peers and classmates.
- Observe the rules on standards of dress and apparel commensurate with safety. E.g. PE kit, jewellery and appropriate footwear etc.
- Observe rules and instructions particularly in emergencies.
- Use and not abuse or interfere with things provided for their safety.

Observe the school's NO SMOKING policy.

Visitors

Are expected to

- Act positively in respect of their own safety and that of others.
- Follow the visitor procedures to maintain their safety.
- Sign in at reception and collect a visitors permit.
- Familiarise themselves with emergency procedures.
- Observe rules and instructions particularly in fire and other emergencies.
- Use and not abuse or interfere with things provided for their safety.
- Observe the NO SMOKING legislation.

Contractors

Are expected to

- Act positively in respect of their own safety and that of others.

- To sign in at reception and collect a visitors permit.
- Follow the visitor procedures to maintain their safety.
- Familiarise themselves with emergency procedures.
- Observe rules and instructions particularly in fire and other emergencies.
- Use and not abuse or interfere with things provided for their safety.
- Provide a copy of their own Health and Safety Policy if requested by the school.
- Provide risk assessments and method statements.(Checked and kept by Site Manager)
- Provide public liability insurance. (Checked and kept by the Site Manager)
- Devise and adopt relevant safe systems of work.
- Observe the NO SMOKING legislation.

Health and Safety Advisers

- The school utilises the Thurrock Council Health and Safety advisory service.

3. General Arrangements_

3.1 Access and Egress

The school is committed to providing a safe place of work and a safe means of access and egress within all parts of the school.

This can normally be achieved by maintaining high standards of housekeeping, regular inspections of routes and complying with procedures where restrictions apply.

Inspections are carried out by the Site Manager and his team.

Standard of housekeeping

- Always return items to their designated storage area when they are no longer required - Do not leave objects on the floor or in walkways;
- Dispose of waste items as soon as possible;

Inspections of routes

Members of staff must ensure that routes within the area of their responsibility are free from obstructions and safe to use on a daily basis. Formal Monthly inspections will be carried out.

Inspections will include:

- condition and suitability of flooring;
- obstructions;
- condition and suitability of lighting;
- condition and ease of use of doors.

Employees are encouraged to report any problems they feel they may have in relation to access and egress to the Site Manager.

3.2 Accidents and Incidents

All injuries, however minor, must be reported and recorded within the Accident Book.

Employees are required to report ALL accidents, incidents and “near miss” events to the School Business Manager. Where necessary, all such reports will be investigated in order to prevent any reoccurrence.

The School Business Manager will ensure that appropriate records of incidents are maintained. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the School is required by law to report certain types of accidents/dangerous occurrences and ill health to the Health & Safety Executive Incident Contact Centre. If required this will be carried out by the School Business Manager, who will require early and accurate information. The enforcing authority may, on the basis of information submitted, undertake their own investigation into the accident.

The length of any resulting absence from work and continuing nature of injury will need to be carefully monitored by the Deputy Headteacher. If the accident/incident is reportable under RIDDOR the Local Authority will ensure that the incident Contact centre is informed within the appropriate time scale. Via (www.hse.gov.)

Any non-employee or authorised visitor involved in an accident or near-miss incident while on school premises must report this immediately to their school contact.

Accident investigation.

Immediate Action Following a Serious Accident

The appropriate course of action after a serious accident will be dictated by the circumstances of each case. However, in general terms, the person in charge of the activity should ensure that any necessary help is obtained and the situation is brought under control. So far as possible, the scene should be left undisturbed until any investigation is complete.

Accident/Incident Investigation

The level of investigation needed to reach reliable conclusions will depend on the nature, complexity, actual severity and potential severity of the accident. The systematic and chronological investigation procedure set out in this policy should be the basis of, and a source of reference for, an investigation.

Typically an investigation should:

- determine the events leading up to the accident;
- formulate conclusions as to the likely causes of the accident; and
- recommend action to prevent a recurrence of the same or similar accidents.

The investigation is not concerned with finding someone to blame, the emphasis must be on the sequence of events leading up to the accident.

There must be agreement at an early stage as to who will lead the investigation especially where more than one person is injured.

The person responsible for the investigation must decide if specialist knowledge is required to adequately investigate the accident. Depending on the nature, complexity, severity or potential severity of the accident it may be appropriate to set up an investigation team, as opposed to a sole investigator. If this is the case, the Headteacher or Deputy Headteacher will be appointed to act as team leader.

In addition, the Team will involve union representatives in the management investigation.

The investigation must commence as soon as possible after the accident, as the quality of evidence will deteriorate with time.

Framework for Collecting Evidence

The following are some fundamental questions which can help focus on the main points of evidence, reveal the chain of events and analyse the causes:

- WHERE and WHEN did the accident occur?
- WHO was involved or present at the time?
- Was a specific risk assessment/method statement necessary? Had one been produced? How accurately did it reflect the activity? Were the identified controls followed?
- WHAT activity was planned? WHY were things planned as they were?
- WHAT training and/or instructions had been given?
- HOW should the activity have been carried out and WHAT actually happened?
- WERE there any changes from the plans or the requirements stipulated in the risk assessment?

The reason for questioning, obtaining statements and conducting subsequent interviews with eye-witnesses and others involved with the activity is not only to find out what happened chronologically, but also why certain things were done or omitted and whether there were any deviations from the plans.

Identify and Recommend Corrective Actions

Recommendations must follow from the conclusions and should be appropriate for each of the causes identified. Where possible, recommendations should not be restricted to issues immediately affected by the accident, but should consider the broader application across the school. The following are some possible areas for action:

- development and review of risk assessments, policies, guidance or systems
- re-design of tasks, activities or areas
- introduction or revision of training courses
- the use of more appropriate equipment
- review of maintenance schedules
- provision of barriers
- warning signs/notices
- changes to personal protective equipment / clothing
- introduction or revision of instructions
- selection procedures for staff and contractors

Write the Report and Disseminate the Findings

A report should be produced within 28 days of the accident date, and should aim for:

- Conciseness as far as is compatible with providing a complete analysis of the accident and its subsequent investigation
- Clarity and consistency of style in writing throughout
- Factual accuracy based on clear evidence
- The identification of inconsistencies and matters of dispute
- The elimination of speculation and emotional language
- The avoidance of repetition

Summary

- Obtain treatment for any injury from a first aider;
- Make the area in which the incident occurred safe and, in the case of a major injury, leave the area undisturbed but cordoned-off if necessary;
- Inform the Headteacher of the incident
- Enter details of the accident in the Accident Book;
- Injured person to inform the school of any after-effects of the incident, including periods of incapacity for work.

3.3 First Aid

Adequate first aid provision will be made for staff and other persons, whilst on the premises in accordance with the school risk assessment.

The primary first aider and recorder of accidents during the day is June Brooks from 9am -3pm, outside of this time the other first aider names can be found on the health and safety board in the staff room.

To meet the requirements of current legislation on First Aid, the school will carry out an assessment of first-aid requirements. This will be reviewed on a regular basis, normally annually, or as appropriate following any changes to legislation or working procedures.

Based on the requirements of the assessment the school will arrange for an adequate number (relative to the degree of risk within the school) of employees to be trained, certificated and appointed as First Aiders to deal with minor accidents and emergencies within the school. This training will be carried out by an HSE approved training centre.

A record of those trained in First Aid and holding current First Aid certificates will be maintained and held by the Headteacher. This record will also contain details of the areas to which individual First Aiders have been allocated.

The name(s) of the appointed First Aider(s) will be prominently displayed throughout the school and a current list of First Aiders will also be displayed on the Health and Safety notice board.

The Headteacher will ensure that arrangements are made for training and re-training of First Aiders by an agency recognised by the Health and Safety Executive.

The duties of appointed first aiders will include:

- Administering, where possible, any emergency treatment of casualties and ensuring an ambulance or doctor is called if the circumstances warrant.
- Ensuring proper stocks of first aid items are kept and that the box is clearly identified and readily and speedily accessible.
- Ensuring first aid notices are posted in conspicuous positions, giving the name and location of the appointed persons.
- Recording in an accident book treatment record book any incidents requiring first aid assistance.
- Informing the Headteacher of any reportable accident / occurrence as soon as possible.

The contents of the first-aid boxes will include at least all the items as recommended by the HSE.

Item	Quantity	
	Fixed container	Portable container
Guidance on first-aid	1	1
Individually-wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads	2	
Individually wrapped triangular bandages	4	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approximately 120x120mm)	6	
Large sterile individually wrapped unmedicated wound dressings (approximately 180x180mm)	2	1
Disposable gloves	1 pair	1 pair
Individually-wrapped moist cleansing wipes		

Additionally, the first-aid boxes will contain the following information:

- a) The name of the person responsible for their upkeep (June Brooks for all general site first-aid boxes and grab bags for trips.
- b) The contents of the first-aid box and replenishing arrangements;
- c) The location of the accident books.
- d) The location of other first aid boxes.

Staff should be aware of the possibility of adverse reactions and should only administer medication in accordance with prior arrangements.

Long Term Medical Needs

The school will try to support and supervise children requiring medicines for long term medical needs. A care plan will be written in conjunction with parents or carers and relevant specialists. Any medicines will be stored in a named container. The Headteacher will be responsible for arranging the care plan and medicine storage.

Ambulance and hospital procedures.

A request for an ambulance will be made by the first aider at the scene and the office notified of this. In the event of an ambulance being called the Headteacher must be immediately informed, or in their absence the Deputy Headteacher. A member of the admin team will inform the parents after the ambulance has been requested, or will delegate the responsibility as appropriate. The parent/guardian should always accompany the child to hospital if they can attend the school before the arrival of the ambulance. In other circumstances the child would be accompanied by a support assistant, the staff member who administered the first aid, or any member of staff delegated by the Headteacher.

3.4 Fire and Emergency Evacuation

As far, as is reasonably practicable, the school will take measures to minimise the risk of a fire occurring on its premises. To this end, the school is committed to the following:

- (a) Assessing and recording the risk of fire in all areas;
- (b) Ensuring adequate security to prevent the risk of arson;
- (c) Regular inspections and tests on all electrical installations and appliances;
- (d) The prohibition of smoking except in suitable and designated areas;
- (e) Good housekeeping practices to prevent the build-up of combustible material;
- (f) Maintaining fire detection/warning systems, Fire fighting equipment and Emergency lighting

Action in the event of a fire

Should a person discover a fire on the premises, that person will raise the alarm immediately. In order to sound the alarm immediately, a person must BREAK 2 SEPARATE BREAK GLASSES.

Evacuation of the school buildings by all persons must take place as soon as the alarm is heard. Fire Marshals have been appointed, and they will sweep the corridors and their designated areas, check that all areas are clear and all fire doors and windows are closed before they exit the building. A list of the fire marshals is displayed on the Health and Safety board in the staff room.

No attempt should be made to extinguish the fire until the alarm has been raised no matter how small the fire may be.

Evacuation

On hearing the fire alarm, the premises must be evacuated and all persons should report to the designated assembly point, which is on the **school playing field beside the Mini Bus garages**.

Re-entry into the building is strictly prohibited until the person in charge of the operation declares it safe to do so.

Fire drills

The school will carry out at least one planned emergency evacuation drill during each term. Records of the drills and any problems identified will be documented in the Fire Safety log book. A post evacuation report will be produced for discussion at the Health and Safety Committee meeting. Any actions recommended in the report will be implemented as soon as is reasonably practicable.

Fire fighting equipment

The Site manager will inspect all fire fighting equipment weekly and record findings in the fire safety log book. All equipment will be serviced on an annual basis. An approved contractor has been appointed to supply, inspect and maintain the portable fire fighting equipment. A record of the annual inspection is present on each individual fire-fighting unit.

Fire Alarms

Fire detection and alarm systems installed at the premises are maintained in accordance with BS 5839.

Daily checks are carried out on the fire alarm control panel to ensure that it is operating normally.

Weekly checks are carried out to ensure that the control panel receives fire detection signals and initiates the alarm, recording which trigger device is activated. Any standby batteries are in good condition.

A competent person, appointed by the fire alarm company, carries out quarterly and annual inspection and testing of the system, with records kept of any remedial actions taken and certificates of satisfactory testing held in the Fire Safety Logbook.

A copy of the Site Fire Risk Assessment is available from the Site Manager.

Records of maintenance are kept with the Site Manager in the Fire Log.

Other Emergency Evacuations

Bomb Threat

On receipt of a call, the following procedures should be followed: The person who takes the call should try and notify someone while the call is received. They should remain calm and listen carefully to what is being said. If possible, keep the caller talking by asking them to clarify points, and listen for background noises. Take notes as they are talking. Note if timing or location is stated. Inform the Headteacher immediately. CALL THE POLICE.

If a location is given a senior member of staff will go to that area to report and supervise the safe evacuation of staff and pupils. The staff member should BREAK 2 SEPARATE BREAK GLASSES to sound the Fire Alarm, and the same emergency procedures should be followed, as in the case of a fire.

Emergency lighting

The emergency lighting system at the premises is maintained in accordance with BS 5266. Regular checks are carried out to ensure that the emergency lights within the premises are operating and every lamp is lit if the system is a maintained lighting system.

Monthly inspections are carried out on all units to ensure they are functioning correctly on simulated failure of normal power supply. After restoring normal power supplies the units and battery systems must be checked to ensure that they function correctly.

Competent persons, appointed by the company, carry out six monthly and annual testing of the system, with records kept of any remedial actions taken and certificates of satisfactory testing held in the Fire Safety Logbook.

Training

All employees will receive general fire safety training. Additional training is provided to employees who carry out processes which have a particular fire risk and who have specific duties such as evacuation marshals.

Records

The Site Manager will keep records of the following:

1. Fire safety risk assessments.
2. Fire evacuation drills.
3. Fire safety training.
4. Inspection of means of escape.
5. Inspection and maintenance of fire fighting equipment.
6. Inspection and maintenance of alarm systems.
7. Inspection and maintenance of emergency lighting.

3.5 Consultation with Employees

The school will consult with employees on all matters that affect their day to day employment and in particular health and safety. An actively engaged workforce is fundamental to ensuring success.

Safety Committee meetings will be held termly to discuss various subjects.

All committee members who are available must attend the meetings.

The general objectives of the meetings are:

- a) To provide health and safety information to employees as required by law.
- b) To consult with employees regarding the introduction of measures that may affect their health and safety.
- c) To establish and maintain health and safety standards in accordance with legal requirements and the Health and Safety policy.
- d) To promote co-operation amongst all persons within the school.
- e) To update all employees on school policy and procedures.
- f) To allow employee representatives to raise any health and safety concerns.

Minutes will be taken and these will be published promptly, normally within one week of the meeting and will be displayed on the Health and safety notice boards.

The Health and Safety Committee Members are:

- Paul Smith (Headteacher).
- Kevin Brice (Health and Safety Governor).
- Mick Simmonds (Deputy Headteacher).
- Sandra Slade (Business Manager).
- Graham Love (Site Manager).

Staff who have specific health and safety concerns should not wait until the next programmed meeting to raise the issue. Employees should raise the concern with the Headteacher and attempt to resolve the issue at a local level. If problems are not resolved, it should then be raised at the Health & Safety Committee Meeting. The school policy is to consult directly with all employees.

3.6 Contractors

Contractors, their employees, sub-contractors and visitors, whilst on the schools premises, are required to comply with all relevant statutory Health and Safety Legislation, and with the schools own procedures and instructions relating to Health and Safety and Environmental Protection.

The school representative in control of the work, and to whom the contractor reports, is responsible for ensuring that the policy is complied with.

Contractors must supply the Site Manager with method statements, risk assessments and a current public liability certificate prior to any work being carried out on site.

Contractors working on the premises will be closely monitored by the Site manager and must ensure that their working practices do not endanger the health and safety of employees, or other persons working on, or visiting, the premises.

3.7 Electricity and Electrical Equipment

Treetops school is committed to ensuring that electrical equipment is properly constructed, installed and maintained so that the risks associated with its use is minimised.

The school shall:

- (a) Ensure that all electrical equipment is installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations;
- (b) Appoint a competent person to carry out routine tests and inspections on fixed installations on a regular basis;
- (c) Carry out routine tests and inspections on portable equipment;
- (d) Prohibit all work on live electrical equipment by employees.

Portable Appliances – Visual Inspection

Portable appliances that are not generally static are subject to a visual inspection by the user before use. This could include items such as laptop computers, portable heaters etc.

They should be inspected using the following:

Disconnect from mains

- Is the cable covering free from any damage? e.g. cuts or abrasion
- Is the plug free from damage? e.g. cracks or bent pins
- Is the cable free from any non-standard joints? e.g. taped joints
- Is the cable outer covering gripped in the plug?
- Is the equipment used in suitable conditions? e.g. not dusty or damp
- Is the equipment free of evidence of overheating? e.g. burn marks or stains on the plug

Portable Appliances – Formal Inspection

All portable appliances will be subject to formal inspection, either visual or combined inspection and test. Frequency and records of testing for each appliance is held in the Company Electrical register which is maintained by the Site manager.

Any equipment used externally must be cordless, 110 Volt or be supplied via a residual current device (RCD).

Faulty equipment

Any equipment found to be faulty must be removed from service and reported to the Site manager. Faulty equipment must not be used, and repairs will only be carried out by a competent person who has been authorised by the school.

Records

The Site manager will keep records of the following:

- Results of inspections and tests of fixed and portable electrical appliances;
 - Relevant information provided by contractors employed to carry out electrical works;
- Employees should not use their own electrical equipment within the school property unless it has been inspected by a competent person and included in the portable appliance register.

The Site Manager has a copy of the PATS testing and 5 Year Fixed Continuity tests on Distribution Boards.

Please refer to Risk Assessment TTS004 Electricity(PATS and Fixed Installation) by going to the School Home Page and using your login.

3.8 Housekeeping

A poor standard of housekeeping is a common cause of accidents at work and can create unnecessary fire hazards.

It is the responsibility of all employees within the school to ensure that a high standard of housekeeping is maintained.

Floors shall be cleaned on a regular basis and waste bins emptied daily. Waste must be kept in suitable containers and not allowed to overflow. Combustible waste must be kept away from sources of ignition.

Inspections will be carried out on a regular basis by the Site Manager to identify areas where standards require improvement. Any hazards or potential hazards identified should be reported and, if possible, removed or dealt with.

Within their area of responsibility, Teachers should ensure that:

- (a) no articles are left in walkways or on the floor;
- (a) there are no trailing cables;
- (b) that articles are stored within designated places;
- (c) that any problems reported to them in relation to the storage or removal of articles, are actioned promptly;
- (d) escape routes or fire exits are not blocked or obstructed;
- (e) adequate lighting is maintained in all areas;

All employees must ensure that:

- (a) waste materials do not accumulate;
- (b) that any problems relating to the storage or removal of articles are reported;
- (c) their work area is kept tidy.

3.9 Ladders and Steps

Falling from a ladder is a very common cause of accidents. Every year hundreds of people are seriously injured at work and there are fatal accidents as a result of falling from a leaning ladder or stepladder. The school will therefore take particular care to ensure that the ladders and steps used within its premises are properly constructed and correctly used.

The use of ladders is in certain circumstances unavoidable. Employees will be given appropriate training, instruction and information regarding the safe use of ladders and the associated risks and control measures.

All ladders and steps used by school employees will be identified with a unique reference number. All ladders and steps will be visually inspected prior to use, and all ladders owned by the school will be subject to an annual in depth inspection which will be documented. The Site Manager will keep records of all inspections.

The following are general rules for the use of ladders on school premises. Additional rules may be introduced for specific uses if necessary following any assessment of risk carried out under the Management of Health and Safety at Work Regulations 1999.

- Ladders/steps must be suitable and of a sufficient length for the intended use. A pre-use inspection must be carried out to examine for cracked or split stiles; missing, broken, loose, decayed or damaged rungs, and for splinters on rungs or stiles. Any defect identified must be reported to the Site Manager immediately and the ladder must not be used.
- Ladders must be placed on a level and firm surface that is capable of supporting the ladder and positioned to prevent slipping. NEVER use wedges or loose materials to level ladders on uneven ground.
- Whenever possible ladders should be securely fixed or lashed at the top or, where this is not practicable, at the bottom. All ladders must be secured if they are being used as a means of access to a secondary workplace.
- As a last resort and when securing is not possible, a second person may “foot” the ladder at all times when it is in use, but only if the ladder is not being used as a means of access.
- NEVER place ladders on boxes, bricks or other items to obtain additional height.
- If a ladder is positioned in the vicinity of a doorway, the door must be either locked shut, posted with a hazard warning sign or (if for example, the door is part of a fire escape route) secured in the open position with a person on watch.
- ALWAYS keep both hands free when climbing or descending a ladder. NEVER carry items in your hands.
- When working from a ladder, always hold onto it with one hand and DO NOT OVER-REACH.
- Keep your knees below the top rung. Do not stand on the top platform of a stepladder unless it is designed for this purpose and fitted with a hand rail.

Records

Records will be kept of the following:

- inventory of ladders;
- results of annual inspections;
- any repairs carried out;
- details of information, instruction and training provided to employees.

Refer to risk assessment TTS001 Work at Height using Ladders. This is available on the School Home Page. You can access this using your login.

3.10 Legionellosis

Monitoring of water quality against legionella bacteria is carried out on a weekly basis. There is a Tarn-Pure system fitted to the incoming mains cold water supply and a secondary unit to the hot water system. Testing is carried out at the sentinel hot and cold outlets (nearest and furthest taps to these units) using copper test kits. Tarn-Pure units are adjusted according to the findings. This is backed up with a 6 monthly legionella lab test organised by the schools preferred M&E contractors. There is also a water management strategy in place to ensure that all taps are run every 2 weeks. Records of all testing and sampling are kept with the Site Manager.

An independent legionnaire site risk assessment produced by Jordan Environmental is available from the Site Manager.

The Site Manager has copies of test results and cleaning regime for whole site.

3.11 Manual Handling

Manual handling is one of the most common causes of injury absence from the workplace. Where practicable, manual handling operations that present a risk to the health and safety of employees should be avoided. An assessment of all manual handling operations shall be undertaken in order to determine the levels of risk involved.

When lifting operations take place that cannot be avoided, suitable controls and safe systems of work will be introduced to reduce the risk of injury to the lowest level practicable.

The risk assessment shall incorporate the following:

- the Load
- the Individual
- the Task
- the Environment;

Information, instruction and training **(A film on manual handling techniques is available on the school home page, click on film icon when reading the school manual handling risk assessments).**

Suitable information, instruction and training will be provided to all employees who may be required to carry out manual handling operations as part of their duties.

When carrying out manual handling employees must:

- follow the safe system of work;
- make full and proper use of aids provided for lifting and carrying;
- use legs and knees to bend and lift keeping the back straight;
- avoid tasks that involve twisting or stretching;
- ensure that walkways used as carrying routes are free from obstructions;

Refer to Risk Assessments TTS007 Part one and TTS008 Part two on School Home Page.

There is a video on Manual Handling that staff can click on to when reading the Risk Assessments.

3.12 Risk Assessments and Safety Management System

Introduction

Although the "Management of Health and Safety at Work Regulations" (MHSWR) lay down broad general duties on employers, one of the most important of these regulations is the carrying out of risk assessments. Regulation 3 states:-

Every employer shall carry out a suitable and sufficient risk assessment of:-

- a. the risks to the health and safety of his employees to which they are exposed whilst they are at work,
- b. the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

This is carried out to identify the measures required to comply with the requirements and prohibitions imposed upon an employer by, or under, the relevant statutory provisions.

The risk assessment process, if used correctly, can be one of the most valuable components of any safety management system and will lead to accident prevention becoming more proactive rather than reactive.

The school has a Hazard Register that can be found on the school home page.

(Also in hard copy with the Headteacher and the Site Manager)

Any staff who want to add a hazard to the register should contact the Headteacher or the Site Manager so that a risk assessment can be made.

The School produces a Safety Management System. This is reviewed at each Health and Safety Committee (Refer to Consultation with Employees) meeting, timescales and responsibilities are set. High risk issues are prioritised.

Definition of Terms

Hazard

Something with the potential to cause harm - this can include such things as substances, tools, plant or machinery, methods of working and the working environment.

Risk

This is the likelihood that a hazard will actually cause harm and the potential severity of that harm.

Risk Assessment

This is the overall process of identifying hazards, evaluating the extent of the risks involved, identifying precautions that are already in place and identifying and prioritising any further measures that need to be put in place to either eliminate or reduce a risk to a safe and acceptable level.

The school will conduct and record systematic assessments of the risks to health and safety at work of its employees, in accordance with the Management of Health and Safety at Work Regulations.

Assessments will be carried out to identify hazards that may be present in the work place and to evaluate the risks associated with those hazards. Assessments provide the basis from which the school will determine whether its existing preventative and protective measures are adequate, and

what additional measures, if any, are required to either eliminate or adequately control the risk to safety and well being while at work.

The school will provide sufficient information to all employees to make them aware of any risks to health and safety, the correct operating procedures and safeguards to be adopted, and any special procedures to be followed in an emergency.

Risk Assessments are available by going to the school home page and accessing School Policies and Risk Assessments using your personal login. Hard copies are kept by the Headteacher and the Site Manager,

Risk Assessors

The school will ensure that sufficient employees are competent, correctly trained and authorised to carry out assessments.

To be deemed competent by the school the risk assessor will need knowledge and experience of the following:

- The risk assessment policy
- The risk assessment methodology
- The hazards and risks associated with the working area
- The control measures
- The legal requirements
- The activities being assessed

3.13 Noise

There are no noise issues or areas of concern within the school.

3.14 New and Expectant Mothers

The Deputy Headteacher is to monitor that the risk assessments for all expectant mothers in the school are being carried out using the school risk assessment template.

The VB Manager (Verbal Behavioural Manager) and key stage leaders will carry out the risk assessments for their areas under the guidance of the Assistant Headteachers.

All reasonable steps will be taken by the school to ensure the health, safety and wellbeing of all employees and authorised visitors, particularly where specific risks to women have been identified.

For all female employees of childbearing age current legislation (The Management of Health and Safety at Work Regulations) requires additional assessments to be carried out in the case of new and expectant mothers and for the school to do what is reasonably practicable to control any risks observed. If the risk cannot be avoided then changes to working conditions or hours must be offered.

Whilst there are no legal requirements on employees to inform their employers, to enable the school to provide all reasonable facilities it is important that female employees notify the school that they are pregnant, have given birth in the previous six months or are breastfeeding. The notification should be given in writing, as early as possible.

The school will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn children.

The school will regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, all risks will be adequately controlled and safe systems of work will be established.

Pregnant workers are especially at risk from manual handling injury - for example hormonal changes can affect the ligaments, increasing susceptibility to injury, and postural problems may increase as the pregnancy progresses.

There can also be risks for those who have recently given birth, for example after caesarean section there is likely to be temporary limitation on lifting and handling capability.

Fatigue from standing and other physical activities has long been associated with miscarriage, premature birth and low birth weight.

Excessive physical or mental pressure may cause stress and can give rise to anxiety and raised blood pressure.

Whilst pregnancy should not be equated with ill health, there are aspects of pregnancy which may affect work.

The following areas are those most likely to have a risk factor involved for new or expectant mothers:

<u>Aspects of pregnancy</u>	<u>Factors in work</u>
Morning sickness	Early start, exposure to nauseating smells
Backache	Standing/manual handling/posture
Varicose veins	Standing/sitting
Haemorrhoids	Working in hot conditions
Frequent visits to the toilet	Difficulty in leaving work area
Increasing size	Bending, manual handling
Tiredness	Overtime, evening work
Comfort	Problems working in tightly fitting spaces

Balance, dexterity, agility, co-ordination, speed of movement & reach may be impaired because of increasing size.

3.15 COSHH and PPE

Substances that are subject to the Control of Substances Hazardous to Health Regulations are used and stored on the school premises. In accordance with the Regulations, an assessment of the risks to health from their use will be undertaken and those risks eliminated or, if this is not possible, adequately controlled.

Specialist areas such as Science, Design and Technology will keep COSHH records and maintain their own PPE.

The Site manager will ensure that an inventory is maintained of the substances used and material safety data sheets are held for the chemicals used for cleaning and maintaining the site.

Assessments of the risks to health and safety arising from the use of hazardous substances will be carried out and held on file with the Site Manager. These will be reviewed at least annually.

The use of personal protective equipment (PPE) to control exposure will only take place as a last resort or as a back-up measure. PPE will be appropriate for the task, and shall be maintained in accordance with manufacturer's instructions.

No new substance will be introduced into the school until an assessment has been carried out.

The School COSHH Policy is available on the school home page that you can access using your login.

3.16 Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended), Treetops School will carry out an analysis of DSE Workstations for the purpose of assessing risks to the health of employees using them.

DSE risk assessments will be completed using the Workstation checklist from the HSE publication HSG 90, The Law on VDUs.

The assessment will take into account all aspects of the workstation highlighted in the Approved Code of Practice (ACOP) to the regulations.

Should any deficiencies be identified during the assessment, suitable action will be taken to correct those deficiencies, and to ensure that such actions are completed within a reasonable time scale. This must be recorded on the risk assessment form.

Once the assessment form has been completed, including remedial actions, it must be sent to the IT Manager where it will be retained in the school DSE Record file. Assessments are open to inspection at any time by the HSE and it will automatically be required in the event of any investigation into reports of accident, injury or ill health.

Assessment Review

Assessments should be reviewed after any significant change in the DSE workstation, including relocation. In any case, a new assessment should be completed for all workstations after a period of 3 years. All previous assessments should be correctly archived.

Training and provision of information

To comply with Health and Safety (Display Screen Equipment) Regulations, the school will ensure that Display Screen Equipment (DSE) users or those employees about to become a DSE user are provided with adequate Health and Safety training in the use of any workstation they may be required to work on.

The school will also ensure that users are provided with adequate information about all aspects of health and safety relating to their workstation.

Provision of eye examination and eye sight tests.

To comply with the regulations, the school, through the local authority, will provide details of where free eyesight tests and examinations can be carried out to any employee classed as a DSE user who requests them.

The local authority will provide a voucher towards spectacles, where prescribed by an optician, to correct vision defects at the viewing distance used specifically for display screen work, where a person's own normal spectacles cannot be used.

Where "normal" corrective devices are needed these are the responsibility of the "user".

The school bears no responsibility towards the cost of additional extras such as tints or protective coatings on the lenses.

All eye and eyesight tests must be arranged by the employee from a list of opticians provided by the local authority. Fees for independent tests undertaken without the schools knowledge will not be refunded.

Frequency of Testing – this will be carried out at the intervals recommended by the optician for each individual. This will normally be every 2 years.

If employees develop visual problems between eye tests, they should report this to the Business Manager who will recommend whether an intermediate test/examination is required. The cost of intermediate eye tests/ examinations must be authorised by the school.

NOTE: DSE User - as defined by the Health & Safety (Display Screen Equipment) Regulations.

All work station DSE assessments are kept with the IT Manager.

A DSE Guidance document and template is available on the school home page that you can access using your login.

3.17. Welfare

Treetops school acknowledges its responsibilities under the Workplace (Health, Safety and Welfare) Regulations 1992 and as such is committed to providing a safe working environment.

In accordance with these Regulations, the school will ensure that:

- Equipment and devices used in the school are maintained in an efficient working order and in good repair
- Workplaces are ventilated with a sufficient quantity of fresh or purified air
- Workplace temperature is maintained at a reasonable level - under normal circumstances this should be at least 16°C
- Suitable and sufficient lighting is provided
- The standard of cleanliness is maintained at a sufficiently high level
- Waste materials do not accumulate
- There is sufficient space in working areas
- A suitable number of sanitary conveniences and washing facilities are provided and maintained in a clean condition
- Facilities to rest and eat meals are provided for employees to use during breaks
- An adequate supply of wholesome drinking water is available for use by all persons in the workplace

- Suitable accommodation for clothing is provided and also suitable facilities to change clothes when necessary

3.18 Vehicles and Driving

The minibuses will be inspected and maintained on a regular basis.

A safety check is carried out every 10 weeks.

Individual drivers should report any defects by way of the log sheet kept in the office, or if it is deemed to be urgent or dangerous, by directly contacting either the Business Manager or Site Manager.

All staff wishing to drive the minibuses on a regular basis must be approved by the school Deputy Headteacher or Headteacher. They must bring their driving licence in to be checked by the School Business Manager and every six months after that. The School Business Manager will make sure that our section 19 permits have been issued and are in date. These permits allow us to authorise staff that are over 21 years of age to drive the mini buses, under no circumstances are these drivers to use the trailer. These drivers should complete a test drive with the school Deputy Headteacher before being allowed to undertake journeys on a regular basis on behalf of the school. Staff who have a driving licence issued before 1.1.97 and whose licence has a D1 on it can drive the mini buses. If the bus is required to be used as a one-off journey or when no children are on board, it can be driven by those whose licence was issued before 1.1.97 and on whose licence it states D1.

Outside agencies (after school clubs, SNAC etc.) wishing to use the school mini buses must contact the Headteacher and speak to the School Business Manager to make sure that they comply with our school policy.

3.19 Plant and Work Equipment

All parts of the premises, plant and equipment will be regularly inspected and maintained in safe working order.

The Site Manager will ensure that only competent and authorised contractors are used for maintenance and repair work.

3.20 Training

Treetops School recognises the importance of the training and education of its employees in contributing towards the effectiveness of the school.

Employee training is carried out to assist with the development of the skills and knowledge necessary to enable them to work competently and efficiently. Training is a continuous process and it can take place at any level and at any stage of an employee's career.

The different types of training in which an employee may be included are outlined below:

Induction Training New Employees

Everyone who joins the school will receive induction training from the **school Inductor** based in the main site office. Induction will, at least, cover working practices, how the school functions, fire and emergency procedures and general health and safety. Specialist task training may be required due to the nature of employment.

Health and Safety Training

The Deputy Headteacher checks and organise all Health and Safety training needs.

This is monitored on the school Competency Matrix.

All employees will be required to attend some form of health and safety training as part of their employment. This may range from a basic introduction to the subject, which may be carried out during induction, to the IOSH Managing Safely course. Employees may also be required to attend specific subject courses such as manual handling, First Aid or risk assessment. Each employees training requirements will be identified by the Headteacher.

Refresher/ Continuous Professional Development (CPD) Training

Refresher training is a requirement for certain appointments such as First Aiders. The school will hold records of such training and will identify dates and courses when this refresher training is required.

If membership of a professional body or institute is a requirement of employment, or if employees need to ensure that they are up to date with new developments and legislation in their particular field they may be required to attend short courses or seminars to update their knowledge in their area of professional expertise and/or to achieve the requirements of a Continuous Professional Development (CPD) cycle.

3.21 Lone Working

Although working alone is not illegal the school recognises that it can bring additional risks to a work activity. So far as is reasonably practicable, the school will ensure that employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety.

Staff undertaking home visits must ensure that colleagues are informed of the timetable. They must report in person or by telephone when the visit is finished. They must have a mobile telephone, switched on, at all times.

Portage must supply an up to date client list to the Business Manager. Portage must let their work colleagues and the Business Manager know where and who they are visiting and for how long.

Portage also have their own Thurrock Portage Service Health and Safety Policy that they should refer to.

The School employs a security company to make call outs if the intruder alarm is activated.

The Site Manager or any other key holders will be called out to an incident only once the security company have made sure the site is safe.

3.22 Violence and Aggression

Violence includes any incident in which a member of staff is abused, threatened or assaulted in circumstances relating to their work. This includes verbal abuse, as well as physical assault.

School staff that interact with parents/carers as part of their employment will be most at risk.

The aim should be to prevent violence through identifying hazards, assessing risks and taking preventive action where necessary.

Staff should always be on the look out for warning signs that a parent or carer may become aggressive or have violent intent such as

- A fixed gaze
- rapid breathing
- clenched fists
- loud talking or raised voice
- restlessness or pacing

Conflict resolution and non-confrontational styles of approach should always be used such as

- keeping the palms open i.e. no clenched fists
- using a calm voice
- tilting one's head and shrugging the shoulders

Employees involved in any incident, however minor they consider it to be, should report the incident to their Line manager immediately.

Employees are not to put themselves or other school users at risk by intervening if a parent / carer is behaving violently. They should follow the instructions below if possible

- Ask the offender to be calm and give them the opportunity to talk to a member of staff there and then or at a later date. The meeting should be held in public i.e. corridor or cloakroom rather than in the office if the offender is assessed as posing a risk to the member of staff
- When the offender is calm offer to speak to them in private there and then or at a later date. Ensure that the office door is left ajar and that the member of staff sits so that they can exit if necessary
- If the offender does not calm down ask another member of staff to call the police.

A Violence at work policy is available on the School Home Page under policies.

3.23 Health and Safety Inspections and Audits

The school will arrange an external audit to be carried out on a regular basis.

To ensure the school maintains the required standards monthly inspections will be carried out by the Site Manager and records of these inspections will be held on file.

3.24 Security

All reasonable steps will be taken to secure the school during the day.

Playground gates should be shut at all times except when opened by staff for delivery or maintenance.

The Site Manager will check the fence perimeter each day and make sure the electric gates are working properly before the pupils and staff arrive for work.

External doors will be shut and locked with security access.

The receptionist will make sure that no unauthorised trespassers access the building, also that the main security gates are kept closed as much as reasonably possible between the pupil pick up and drop off times.

The Headteacher, in exercising day-to-day management of the school, will determine who should have access to the premises. Anyone entering school property without permission, or without lawful authority, is a trespasser and may be asked to leave.

If a member of staff discovers an intruder or trespasser they must

- Inform the Headteacher immediately
- Call the police and must not intervene until after the arrival of the police
- Ensure their own and the children's safety

Please refer to Risk Assessment TTS009 Site Security available on the School Home page.

You can access this using your login.

3.25 Pupils

Pupils will be taught how to behave sensibly and responsibly and standards will be discussed with parents. They will be taught not to intentionally damage or interfere with any equipment or arrangements in place to protect health, safety and welfare.

During educational visits they must follow the directions or instructions of anyone acting as, or for, the 'group leader'. The Headteacher has a duty within legislation to include all pupils in out-of-school visits wherever possible and has a duty to have shown that they have sought to do so. They can prevent pupils from going on particular trips where they regard the behaviour of a pupil to be a danger to themselves or others. Special health and safety requirements may apply to pupils with significant medical conditions and/or special educational needs. The Educational Visits Coordinator will oversee all off site visits.

3.26 Stress Counselling

Treetops pay in to a confidential Stress Counselling service for all staff.

The company is called EAP and offer a 24 hour advice line.

The telephone number is **0808 168 2143**.

The service is free to all employees up to 6 sessions.

As well as Stress Counselling they also offer free debt and legal advice

3.27 Post 16 and Post 19 Outdoor Work Area including the Post 19 Café

Ken Crudginton is the named Health and Safety contact for covering these areas.

These areas include:

Garage workshop and activities.

BTEC horticultural garden and poly tunnel.
Post 19 café BTEC catering.
Bike storage shed.
Equipment storage cabin.
Post 16 rest cabin.

All teachers, instructors and staff should speak to Ken Crudgington about any Health and Safety issues they have in these areas.

Ken Crudgington will also carry out inspections and make recommendations for improvements.

Where possible improvements will be made in conjunction with the Site Manager and Deputy Headteacher. Any repeated unsafe practices will be reported to the Headteacher.

3.28 Safeguarding and Child Protection

The designated Safeguarding person is **Mrs Angela Davies** location Assistant Headteacher office main site.

The deputy designated person is **Mrs Lucy Meek** (key stage leader) location Key Stage Leader Room 6th Form or **Mrs Terri Carroll** (child protection admin) location main site office.

They are responsible for ensuring that all staff receive on induction a copy of the school Safeguarding and Child Protection Policy.

Staff will also be given a copy of The Staff Responsibilities and Entitlements booklet during induction. This must be signed for to say that it has been received. A copy of the school **Safeguarding and Child Protection Policy** is available on the school home page under Health and Safety you will need to use your login to gain access.

A hard copy is also available from any of the designated persons.

Staff training and record keeping is organised by the Assistant Headteacher Angela Davies.

3.29 School Residential Stays and Trips Out

All residential stays and trips out must be checked and authorised by **Mick Simmonds (Deputy Headteacher)** using the **EVOLVE** template and national guide lines.

3.30 E Safety

On-line internet child protection is overseen by **Mick Simmonds (Deputy Headteacher)**.

This is delivered by all staff taking a test on line (**websitechildprotectioncompany.com**)

Treetops buy in to this service and keep a record of all staff who have completed the test successfully. There are also regular training sessions given to the staff, this is recorded on the School Competency Matrix.

3.31 Lettings and Organisations that use the School Premises

All Lettings and Organisations that use the School Premises must be agreed by the Headteacher. The School Business Manager will make sure that they comply with our Lettings policy which is available on the School Home Page under Policies. You can access this using your login.

Any outside organisation must supply a risk assessment and method statement of how they will safely carry out these lettings. **(These must be approved by the Headteacher, Business Manager and Site Manager).** They will also need to produce a copy of their Public Liability Insurance. **(The Business Manager will keep a copy of this on file and make sure they supply an up to date policy each year).**

(The risk assessments and method statement will be kept on file by the Business Manager).

3.32. Disaster Recovery Plan

The Business Manager will, with the assistance of the Site Manager, implement the Disaster Recovery Plan.

Copies of the Disaster Recovery Plan (Business Continuity Plan) are kept by the Headteacher off site and with the Business and Site manager.

The school data is also stored off site by Dataware Consultancy Ltd and at Little Thurrock School.

33. Communication

Treetops have five main lines of communication to the staff, a) The staff meetings held every Monday morning in the staff room, b) Health and safety board, c) Staff information board in staff room, d) Information left in pigeon holes, e) The school internal email system.

- a) Every Monday morning there is a staff meeting. Minutes from these meetings are emailed out to all staff using the internal school system. This is arranged by the School Business Manager.

The teachers and instructors should also relay back to their staff any Health and Safety issues raised at these meetings ASAP.

- b) There is a Health and Safety Board in the staff room which has a copy of this policy attached. It also indicates which staff have had specialist training and their location (epipen, first aiders, diabetes etc.)
- c) Copies of all the pupils who have medical care plans are kept with June Brooks (Primary First Aider) in the reprographics room under lock and key and can be accessed by teaching staff upon request.

Terri Carol (Health and Safety Training Co-Ordinator) also has copies of the pupil medical care plans and makes sure these are all available to staff leaders when required.

- d) The internal email system is the most effective and **important** method for the school to relay information to all staff members. Staff should check daily using their login. The Deputy Headteacher will occasionally organise for an email to be sent that demands a response. This helps us to monitor the effectiveness of this important communication system. The Deputy Headteacher will speak to class teachers and instructors so they can make sure their staff are making a daily check. The IT Manager can set up access for employees so that they can access their work emails on their smart phones. Failure to read emails on a regular

basis as per the school's communication policy could be dealt with under the school's disciplinary procedure.