



**Adeptify**

Health, Safety and Facilities Management



**Glebe Primary School**

## Health and Safety Policy

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Adeptify Health and Safety

Approved By

**John Buckingham Chair of Governors**

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# **1. Health and Safety Policy Statement**


Glebe Primary School supported by Adeptify Ltd as Health, Safety and Health, Safety and Facilities Advisors, acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, Glebe Primary School, is committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:

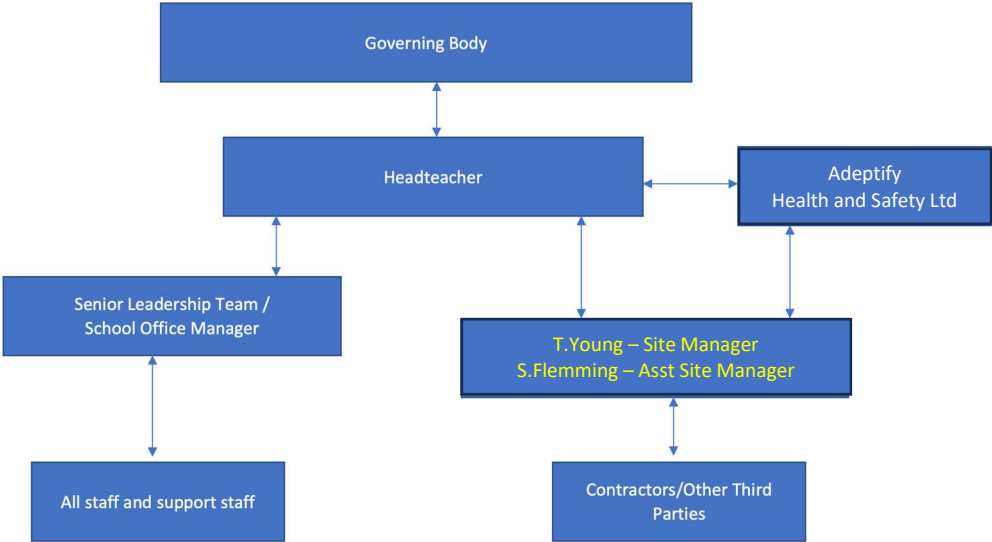
- Ensuring that health & safety measures are adequately and appropriately resourced.
- Continual and effective improvement of our health and safety standards.
- Providing suitable and sufficient information, instruction and training to employees and to pupils.
- Effective communication, co-operation and consultation.
- A process of systematic risk assessment.
- Monitoring and reviewing the effectiveness of our safety management.
- Providing adequate supervision to those affected by our activities.
- Engaging competent professionals where expertise is not available in house.
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous Occurrences Regulations 2013.
- Co-operating fully with the Local Education Authority.

We can only achieve this by working in partnership with our employees. We expect all our employees to:

- Take reasonable care of themselves and others in their care, particularly pupils.
- Report any issues relating to health and safety to the headteacher or the school Health, Safety and Facilities Managers.
- Co-operate fully with Glebe Primary School in matters relating to health and safety.
- Make full use and take reasonable care of any personal protective equipment provided to secure their health and safety.
- Co-operate with the process of risk assessment.
- Take all due regard to any information, instruction and training provided.

Name:	Role:	Signed:	Date:
M. Penney	Headteacher		16/06/2023
J Buckingham	Chair of Governors		16/06/2023

2. Organisation – Glebe Primary School



### 3. Roles and Responsibilities

Role	Responsibilities
<b>Glebe Primary School Governing Body</b>	<ul style="list-style-type: none"> <li>• Ensuring that the Health and Safety Policy is implemented and monitored within the respective schools.</li> <li>• Ensuring that Glebe Primary School has considered its health and safety obligations and has made provision for complying with its statutory duties.</li> <li>• Ensuring that adequate arrangements are made within each school for complying with any requirements.</li> <li>• Ensuring that health and safety issues concerning the school are identified, decisions are taken, and that effective action is carried through.</li> <li>• Ensuring that the premises, plant and equipment is maintained in a safe condition and that appropriate funding is allocated to this end from the school's budget.</li> </ul>
<b>Headteacher</b>	<ul style="list-style-type: none"> <li>• Ensuring adequate welfare facilities are provided throughout the school.</li> <li>• Making clear any duties in respect of health and safety, which are delegated, to members of staff.</li> <li>• Report to Glebe Primary School Governing Body annually on: <ul style="list-style-type: none"> <li>- The Health and Safety performance of the school.</li> <li>- Additional funding required for health and safety improvements.</li> <li>- Raising any health and safety issues of concern.</li> </ul> </li> <li>• Ensuring that subordinate managers meet their health and safety responsibilities;</li> <li>• Ensuring that the arrangements for consultation with staff on health and safety matters are clear, thoroughly communicated and implemented.</li> <li>• Ensuring that information received on health and safety matters is passed to the appropriate people.</li> <li>• Reviewing the outcomes of the establishment's health and safety committee and attending where appropriate.</li> <li>• Arranging for the Health and Safety system to be audited and ensuring audit action plans are implemented.</li> <li>• Insist that safe working practices are observed as laid down within the risk assessment and safety system of work for each work task, and that all work is planned, the risks assessed and then carried out in accordance with the statutory provisions, in order to achieve adequate control.</li> </ul>

<b>Senior Leadership Team Admin / Finance Officer</b>	<ul style="list-style-type: none"> <li>• Work in conjunction with the School Health, Safety and Facilities Managers to review and update the Health and Safety Policy on a continuing basis.</li> <li>• Ensure that problems in implementing Health and Safety Policy are reported to the Health, Safety and Facilities Managers.</li> <li>• Ensure that all known hazards are reported immediately to the relevant persons and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.</li> <li>• Consults with the Health, Safety and Facilities Managers on additions or improvements to plant, tools, equipment, machinery, etc. which present hazards.</li> <li>• Regularly review the dissemination of health and safety information throughout the school.</li> <li>• Develop a health and safety training plan or matrix for all persons with specific health and safety duties.</li> <li>• Working with the Health, Safety and Facilities Managers to implement the health and safety management system and to carry out checks on compliance levels.</li> <li>• Monitoring purchasing and maintenance of plant, equipment and materials and ensuring that they meet with current health and safety standards.</li> <li>• Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site.</li> </ul>
<b>Health, Safety and Health, Safety and Facilities Managers (Adeptify Ltd)</b>	<ul style="list-style-type: none"> <li>• Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.</li> <li>• Liaise with and report directly to the Headteacher on all matters relating to health and safety.</li> <li>• Overseeing that this policy is effectively and consistently implemented across the school.</li> <li>• Identifying any shortcomings in the preventative and protective risk control systems and seeking approval for the financial implications of any improvements required.</li> <li>• Ensuring risk assessments and safe systems of works are appropriately recorded, updated as and when necessary, and briefed to all relevant persons</li> <li>• Ensuring that all health and safety documents and records are properly controlled.</li> <li>• Investigate all incidents, dangerous occurrences and near misses in liaison with relevant stakeholders.</li> <li>• Proposing emergency and business continuity plans for the school in consultation with other relevant stakeholders.</li> <li>• Monitor health and safety compliance across the school through various auditing and inspection techniques.</li> <li>• Ensuring that arrangements are in place to suitably and sufficiently assess risks associated with the premises and working practices. All risk assessments will be recorded and reviewed on a regular basis by a competent person.</li> <li>• Arrange annual review of the working documents and systems, which support the Health and Safety Policy.</li> <li>• Put systems in place to monitor the health and safety performance of the school.</li> <li>• Ensuring follow up and remedial action is taken following health and safety audits or inspections in conjunction with the Health, Safety and Facilities Managers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arranging for competent persons to carry out maintenance on school plant and equipment including statutory examinations.</li> <li>• Actioning findings and recommendations from assessments, inspections and audits.</li> <li>• Ensuring appropriate records are kept on school plant and equipment and updated where necessary.</li> <li>• Identifying hazards throughout the school and ensuring relevant information and instructions is provided to employees, pupils, visitors, contractors and all others that might be affected by our activities.</li> <li>• Ensuring school infrastructure is maintained in good condition and an efficient state of repair.</li> <li>• Forward planning – actions from inspections, audits etc. tabulated and addressed</li> <li>• Carrying out regular health and safety monitoring inspections of the department and making reports to the Senior Leadership Team and Health, Safety and Facilities Managers where appropriate through the schools internal reporting systems</li> </ul>
<b>Site Manager</b> <b>Asst Site Manager</b>	<ul style="list-style-type: none"> <li>• Responsible for the application of the school's health and safety policy to their own area of work.</li> <li>• Suppliers and contractors are effectively supervised to reduce risks SFARP.</li> <li>• Ensuring risk assessments and safe systems of works are appropriately recorded, updated as and when necessary, and briefed to the relevant parties.</li> <li>• Seek advice from the Health, Safety and Facilities Managers when required.</li> <li>• Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;</li> <li>• Passing on health and safety information received to the appropriate people and ensuring that it is acted on.</li> <li>• Acting on health and safety reports from above and below in the school hierarchy.</li> <li>• Ensuring staff meet their health and safety responsibilities.</li> </ul>

<b>All teaching and support staff</b>	<ul style="list-style-type: none"> <li>• All staff employed at the school have a responsibility to take reasonable care for the health and safety of themselves and others when undertaking their work, for example: <ul style="list-style-type: none"> <li>- Check classrooms/work areas are safe.</li> <li>- Check equipment is safe before use;</li> <li>- Ensure risk assessments and safe working procedures are followed.</li> <li>- Co-operate with the school on all matters relating to health and safety.</li> </ul> </li> <li>• Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.</li> <li>• Report immediately to the Site Manager and Assistant Site Manager, Health, Safety and Facilities Managers and Line Manager any serious or immediate danger.</li> <li>• Report to the Site Manager and Assistant Site Manager, Health, Safety and Facilities Managers and Line Manager any shortcomings in the arrangements for health and safety;</li> <li>• Avoid introducing personal items of equipment (electrical or mechanical) into school without appropriate authorisation.</li> <li>• Only use equipment for which they have been trained and deemed competent.</li> <li>• Participate in health and safety inspections and the health and safety committee where appropriate.</li> <li>• Ensure any relevant risk assessments are carried out and pupils are briefed, and mitigations are applied.</li> </ul>
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<b>All suppliers and sub-contractors</b>	<ul style="list-style-type: none"> <li>• All suppliers and sub-contractors shall be competent and approved by the school.</li> <li>• All suppliers and sub-contractors shall provide relevant statutory documentation including insurance cover, training and certification records, risk assessments and safe systems of work prior to starting any physical works on site.</li> <li>• All suppliers and sub-contractors shall sign in and out at the school reception and wear the identification lanyards issued to them.</li> <li>• All suppliers and sub-contractors shall make themselves aware of relevant school rules, site hazards, emergency procedures and welfare facilities.</li> <li>• All suppliers and sub-contractors will abide by the school child protection and safeguarding measures and supervisory arrangements as directed.</li> <li>• All suppliers and sub-contractors shall provide their own plant, equipment, machinery, materials and tools which are fit for their intended use.</li> <li>• All suppliers and sub- contractors shall provide their own first aid trained persons and facilities.</li> <li>• All suppliers and sub-contractors shall arrange works including deliveries at suitable as agreed with the Site Manager and Assistant Site Manager.</li> <li>• All works shall be completed to the required standard and the works environment left safe and in clean and tidy condition.</li> </ul>
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#### 4. Arrangements for Implementation

Glebe Primary School will make the necessary arrangements to effectively discharge its health and safety duties ensuring relevant information is disseminated to all persons under its control.

This section details what arrangements are in place to ensure the health, safety and welfare of all employees, pupils, visitors, contractors and all others that might be affected by our activities.

##### 4.1 Risk Assessments

Risk assessments shall be undertaken for all school activities including events, trips and visits. The Headteacher is responsible for identifying the activities within their work area which require risk assessments and ensuring these are completed by a competent person. A central register of all risk assessments completed will be maintained and updated by the Health, Safety and Facilities Managers.

Risk assessments shall be completed using the correct proforma and follow a consistent and systematic approach (HSE five steps to risk assessment). Risk Assessments shall be reviewed by the Headteacher or Admin / Finance Officer and forwarded to the Health, Safety and Facilities Managers for approval.

The significant findings of each risk assessment shall be disseminated to all relevant persons and any additional control measures implemented within a reasonable timescale. Risk assessments shall be reviewed annually or sooner if there are any significant changes including:

- Changes to risk control measures or safe systems of work.
- Use of new plant, machinery, equipment, materials or tools.
- Changes to the proposed work task.
- Updates to legislative requirements or relevant industry guidance.
- Importation of new hazards from other third parties.
- Following an incident or near miss in order to prevent any re-occurrence.

##### 4.2 COSHH Assessments.

The school will carry out Control of Substances Hazardous to Health (COSHH) assessments on all hazardous substances and materials. COSHH also applies to biological agents connected to the workplace and preparations produced during chemical processes.

In the vast majority of commercially available chemicals, the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Classification, Labelling and Packaging Regulation (CLP) 2009. The Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 also require the manufacturer or supplier to provide a safety data sheet to enable a COSHH assessment to be carried out.

##### 4.3 Manual Handling

Staff maybe required during the course of their work tasks to lift, handle or carry work objects. The school, so far as is reasonably practicable, will ensure staff have been provided with appropriate manual handling training necessary for routine and non-routine work tasks.

Prior to the start of each task, staff will ensure that an assessment of manual handling operations is carried out which considers the following factors:

- The load (size, weight and shape).
- The task (distance and frequency).
- The environment (any obstructions or lifts/stairs to be negotiated).
- Individual physical capabilities of operatives concerned.
- Other hazards such as sharp edges which present a risk of injury.

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Staff will ensure that appropriate steps are taken to avoid and reduce manual handling operations during the course of any work tasks by using mechanical aids or assistance such as sack trolleys or skates.

#### 4.4 Asbestos Management

The school was constructed post 2001 and legislation ensured that no asbestos containing materials were used in the construction.

#### 4.5 Incident Reporting and Investigation

All incidents and near misses will be reported, recorded and escalated in accordance with the school procedure.

The School Health, Safety and Facilities Managers will investigate all major incidents in conjunction with relevant persons with the aim of identifying the root cause and implementing preventative strategies.

The Health, Safety and Facilities Managers will be responsible for making any RIDDOR reports via the online HSE reporting system within the prescribed timeframes.

#### 4.6 First Aid Provisions

It is the policy of the school that there will be a sufficient number of first aid trained persons on site at all times. A minimum of one qualified first aider will be provided per 50 employees and 300 pupils. First aid notices will be displayed throughout the school with a list of the current certificated first aiders and their work locations.

A risk assessment will be completed for all school events, trips or visits to determine the specific first aid needs.

The welfare assistant will be responsible for checking the first aid kits or boxes located throughout the school premises on a termly basis and ensuring that supplies are replenished following use and before their expiry date. A list of contents will be held inside each first aid kit or box.

A record of treatment given must be maintained by the qualified first aider and shall be used in conjunction with the incident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an incident. This information will be held at the School Reception.

Contractors are expected to maintain their own first aid boxes and provide their own trained first aiders. They will only be allowed to use the school first aid boxes either in an emergency or after negotiation with the school.

#### 4.7 Welfare Facilities

The school shall ensure the following facilities are provided:

- Suitable toilet and washing facilities are provided for the sole use of staff and pupils.
- Separate toilet facilities for women and men.
- Suitable changing accommodation and showers are provided for pupils who receive physical education.
- Separate facilities are provided for pupils who are disabled. These facilities may also be used by other pupils, staff, supply staff, volunteers and visitors, whether or not they are disabled.
- Suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including:
  - Medical examination and treatment of pupils;
  - Short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility; and
  - Any other appropriate purpose (apart from teaching) such as a rest area for pregnant women.
- Suitable drinking water facilities are provided. Cold water supplies that are suitable for drinking are clearly marked as such.
- Hand washing facilities have an adequate supply of hot and cold water.
- The temperature of hot water at the point of use does not pose a scalding risk to users.

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The above facilities shall be readily accessible at all times when the premises are in use, and shall be maintained in safe, clean and hygienic condition.

#### **4.8 Administration of Medication**

This covers prescription and non-prescription medication.

All medication must clearly state the name of the drug, the dosage, time(s) of day required and any warnings or special requirements such as 'to be given after food' or 'to be kept refrigerated'.

Any administration of medication by the school should be approved by the parents or carer in writing. Certain pupils may carry their own medication provided that the parents have given permission in writing. The medicine will only be taken under supervision by the school.

Where appropriate, the parents should provide the medication and supply the information as to how much and when to administer.

Medication awaiting to be used should be stored somewhere that is cool and dry and in a place of safety, out of reach of anyone who may take the medication inappropriately, and in accordance with any additional special instructions.

A record of any medication given shall be recorded and the parents informed as to what was taken.

The school will liaise with a suitably qualified health professional if further guidance or support is required.

Please refer to the supporting Students with Medical Conditions Policy for further information.

#### **4.9 Fire and Emergencies**

The school will carry out a fire risk assessment as required under the Regulatory Reform (Fire Safety) Order 2005. This shall be undertaken by a competent person and reviewed on an annual basis or following any significant alterations to the building or its structure.

All school buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety. The school emergency evacuation procedures are displayed in prominent locations throughout the school premises.

The school emergency plan identifies the major incidents and state what actions are to be taken and the arrangements in place will be tested at suitable intervals.

In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.

In all cases buildings, will be evacuated by the nearest fire exit route that is safe to the approved fire assembly point.

The Headteacher and/or Emergency Services will determine when it is safe to re-occupy the buildings.

#### **4.10 School Plant, Machinery and Equipment**

The school will keep an asset register of all fixed and portable work plant, machinery and equipment. The Site Manager and Assistant Site Manager shall prepare an annual schedule detailing when all school plant, machinery and equipment is due to be serviced or maintained.

All plant, machinery and equipment shall be inspected, tested, examined or calibrated in accordance with statutory requirements, industry standards and/or the manufacturers instructions.

Statutory inspections, testing and examinations on school plant, machinery and equipment shall be carried out by competent persons at the prescribed intervals. The school insurers will assist the school with fulfilling their statutory duties. Any

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recommendations from the statutory reports will be actioned and closed out by the Site Manager and Assistant Site Manager as necessary. Records will be maintained and updated by the Site Manager and Assistant Site Manager.

Any new plant, machinery or equipment purchased by the school shall be designed and constructed to be safe and without risk to health when properly used. The manufacturer or supplier must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

Staff are not permitted to bring any personal or second-hand plant, machinery or equipment onto school premises unless authorised by the Site Manager and Assistant Site Manager and the article has been deemed fit for purpose.

#### **4.11 Access Equipment**

When working at height, work activities will be properly planned, supervised and only undertaken by trained and competent persons who are appropriately certified i.e. Prefabricated Access Suppliers and Manufacturers Association (PASMA) card for use of mobile access tower scaffolding. A site-based survey shall be carried out to select the safest and the most appropriate access equipment with regards to the local working environment given due consideration to collective protective measures.

Where reasonably practicable, the hierarchy of risk control as defined within the Working at Height Regulations 2005 will be adhered to at all times. If physical site features prevent the use of access equipment with adequate edge protection, then ladders will be used for work activities of short duration and low intensity. Ladders will where reasonably practicable, will be secured at the top and bottom and used in a safe manner.

#### **4.12 Site Security and Safety**

The boundary of the school is securely fenced, to deter trespassers and intruders from entering the school premises.

External gates and doors shall be kept closed and locked except at designated times during the school day. Access to the building entrances is controlled by a door access system to reduce unauthorised access. It is therefore important that staff and pupils do not let persons into the building and external doors are kept closed and not wedged open.

The school security alarm is activated when the school buildings are unoccupied which is connected to a remote monitoring station. The monitoring station will arrange for a security company to attend site if the alarm is set off. Staff working either in isolated parts of the school premises and/out of normal school hours should only do so with the permission of the Site Manager and Assistant Site Manager and adhere to the guidance in the Safe Working Practices Policy.

Potentially vulnerable persons including the Site Manager and Assistant Site Manager have been issued with lone working devices which should be carried with them at all times. Appropriate information and instructions on how to use the lone working devices will be provided.

All staff shall wear personal identification passes attached to a lanyard which includes their name and a photograph. All visitors including contractors must sign in and out at the school reception and will be issued a visitor pass connected to a blue or red lanyard dependent on whether they have been DBS checked which must be returned to reception on leaving the site. Any visitor who is not DBS checked must be supervised always and not allowed to work directly with pupils. All visitors must familiarise themselves with the school rules including the emergency evacuation arrangements.

The Site Manager and Assistant Site Manager will ensure that vehicle movements on site including car parking arrangements do not compromise the safety of pedestrians. Separate access will be delineated for pedestrians which removes so far as is reasonably practicable the risk of contact with moving vehicles.

The Site Manager and Assistant Site Manager will ensure that school deliveries are planned and organised, and do not occur during break or lunch times or for 30 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.

#### **4.13 Electrical Equipment**

Fixed installations will be inspected and tested by a NICEIC Accredited Electrical Contractor at 5 yearly intervals and in the event of a fault developing.

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Portable electrical appliances shall be checked in accordance with the school matrix based on the guidance issued by the HSE.

All portable electrical Items including phone and laptop chargers need to be visually inspected for any signs of damage to the plug, lead or casing, and for signs of overheating. If any faults are identified, then the item should be quarantined and reported to the Site Manager and Assistant Site Manager. All staff need to ensure portable electrical items are well maintained and kept in an efficient state of repair.

No personal electrical equipment is permitted to be brought in from home unless checked and authorised by the Site Manager and Assistant Site Manager.

It is also important not to overload individual sockets and never to plug an extension lead into another extension lead.

When using an extension lead, ensure it complies with BS 1363 and has a CE marking. Also ensure the extension lead is fused and can be used for its intended purpose.

#### **4.14 Control of Suppliers and Contractors**

Only approved suppliers and contractors shall be used to provide services or products on behalf of Glebe Primary School

All suppliers and contractors shall provide assurance of their competence by completing the supplier and contractor questionnaire with supporting evidence.

All suppliers or contractors working on site shall comply with the relevant statutory requirements and local school site rules.

All suppliers and contractors shall sign in and out at the school reception and read and understood the information and instructions contained in the contractors HSE folder.

As a minimum, suppliers and contractors are expected to:

- Plan ahead and schedule works accordingly with the Site Manager and Assistant Site Manager.
- Work outside of normal school hours i.e. during the school holidays.
- Provide statutory documentation including insurance cover, risk assessments and training records before arriving on site.
- Provide details of the DBS status of all personnel coming onto the school premises prior to the start of works.
- Put in place appropriate safe systems of work including any permits to work.
- Provide their own plant, machinery, equipment and tools.
- Provide their own first aid trained person(s) and adequate provisions i.e. fully stocked first aid box.
- Report any issues immediately to the Site Manager and Assistant Site Manager.
- Respect the school's welfare facilities and leave toilets, wash and rest areas as they were found.
- Leave their worksite(s) in safe, clean and tidy condition.
- Provide relevant handover documentation on the completion of works.

The Site Manager and Assistant Site Manager will be responsible for ensuring the above arrangements are enforced and that any works on site are effectively supervised.

#### **4.15 Water Hygiene**

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease.

Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.

A water risk assessment will be conducted every 2 years to ensure appropriate control measures are being implemented by the school.

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A water hygiene schedule has been produced based on the HSE Approved Code of Practice (L8) with specific actions that will be undertaken by the school to mitigate potential risks. All identified maintenance tasks will be undertaken by the Site Manager and Assistant Site Manager or a competent contractor.

#### **4.16 Lifting Equipment**

Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) which the school will comply with.

The Site Manager and Assistant Site Manager will ensure that the statutory inspections take place when due (either 6 or 12 monthly) and appropriate records are maintained.

All staff using lifting equipment shall have received adequate training and be familiar with the operational instructions including any emergency procedures. All lifting activities are backed by risk assessment and lifting plans where necessary.

#### **4.17 Display Screen Equipment**

The school is required to minimise the risks for staff who habitually use display screen equipment (DSE) as a significant part of their normal work.

DSE assessments will be carried out by the user by the schools Health, Safety and Facilities Managers and those assessments will be analysed by a competent person who will offer the relevant advice.

Eye tests should be paid for, by the school, those staff falling within the regulations in accordance with the DSE guidance issued by the HSE. (as a rule of thumb, those using visual display units etc. for continuous spells of 1 hour or more during an average day.)

Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g., screen, mouse and keyboard position, height of seat, avoidance of glare and reflections etc.

#### **4.18 Occupational Health**

Glebe Primary School has access to an Occupational Health Service provided by LBH, which can provide confidential assistance on a wide range of matters affecting personal health issues.

Staff wishing to access this service should initially discuss the issues with their Line Manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Occupational Health Service by the individual concerned.

Where the health of an individual is causing concerns regarding their ability to fulfil their normal work duties or may affect the health and safety of others, the Head of Department reserve the right to refer that person to the Occupational Health Service.

On some occasions the school may allow amended or alternative duties, but this will be at the discretion of the Headteacher.

Return to work interviews will be undertaken by Line Managers to ensure that staff are fit to resume their normal work duties. This will be supported by a risk assessment and personal care plan when required.

#### **4.19 New and Expectant Mothers**

Staff who are pregnant must notify the Headteacher in writing as early as possible for the child's health and safety protection, and for maternity leave purposes. Staff shall also provide a copy of a certificate from their GP or the midwife showing they are pregnant.

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The school will carry out a risk assessment to determine the additional health and safety risks that the individual may be exposed to while at work. Following the risk assessment, the school may need to implement further control measures including:

- Temporarily adjusting working conditions and/or hours of work.
- Offering suitable alternative work (at the same rate of pay).
- Suspend the member of staff from work on paid leave for as long as necessary, to protect their health and safety, and that of the baby.

The school will continue to regularly monitor and review any risk assessment as circumstances may change, particularly at different stages of the pregnancy.

The school will adhere to HSE guidance at all times and ensure new or expectant mothers are suitably safeguarded and appropriate actions are taken in good time.

#### 4.20 Training and Competence

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to perform their work in a safe and efficient manner. Health, safety and environmental training will include but not limited to:

- Induction and awareness training.
- Online training. All staff dependent on their role will need to complete core training modules within the prescribed timeframes.
- Specialist training as appropriate for employees in the health, safety and environmental requirements of their duties.
- Toolbox Talks to promote safe working practices and behaviour.

A training matrix will be developed by the Health, Safety and Facilities Managers to identify the health, safety and environmental training needs of all staff across the school. This will be used to support their personal development in the role.

#### 4.21 HSE Meetings

The school has a legal duty to consult with staff on appropriate health and safety issues.

The school will fulfil these obligations through HSE committee meetings which shall be held every term. The attendees at the HSE committee meetings shall be selected to represent a cross section of staff. Minutes from the meeting shall be taken and disseminated to all relevant parties.

#### 4.22 Performance Monitoring

The Site Manager and Assistant Site Manager in conjunction with the Health, Safety and Facilities Managers will monitor the school's performance on health, safety and environmental issues. The following leading indicators shall be used to measure performance standards:

- Weekly building and site inspections by the Site Manager and Assistant Site Manager.
- Termly walkaround by the Site Manager and Assistant Site Manager, Admin / Finance Officer, Health, Safety and Facilities Managers and other relevant parties.
- Adhoc Toolbox Talks with groups of staff to address specific health, safety and environmental matters.
- 2<sup>nd</sup> party audits by a competent organisation.

All findings will be reported to the headteacher. Where any non-conformances are raised, an agreed Corrective Action Plan shall be produced and maintained by the Site Manager and Assistant Site Manager. The Plan shall be based on the SMART principal (specific, measurable, achievable, realistic target).

#### 4.23 School Trips and Visits

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All visits to sites, which involve activities of hazardous nature and those with overnight stays, must be assessed and approved by the Headteacher and LBH.

Any member of staff wishing to arrange an off-site visit or trip must submit and have a Request to Lead an Educational Visit form approved by the relevant persons. A risk assessment will then need to be produced with the assistance of the provider at least 1 month before the visit or trip is due to take place. The risk assessment will then be reviewed by the Educational Visits Co-Ordinator (EVC) and Health, Safety and Facilities Managers before being approved by the Headteacher.

The significant findings of the risk assessment must be briefed to all staff, pupils and volunteers prior to the school visit or trip occurring.

#### **4.24 Work Experience**

It is the responsibility of the school to ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.

All places of employment utilised for placements or experience will be assessed and approved by Learning to Work. Parents are provided with a Work Experience Information Sheet from Learning to Work outlining the relevant health and safety considerations.

Where parents or carer arrange, their own work experience, the parents or carer need to sign a waiver form and accept full liability for the work placement.

#### **4.25 Drugs and Alcohol**

Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of themselves and/or of others the matter will be dealt with in accordance with the relevant school policy.

#### **4.26 Insurance Cover**

Glebe Primary School will ensure there is sufficient insurance cover, employers and public liability, in place for all persons and work tasks carried out on the school premises.

A minimum of £5m employers liability insurance is required for anyone working on school facilities.

The school also has procedures in place to ensure that any person hiring any school of the school facilities has a minimum of £2m public liability insurance.

#### **4.27 Smoking and the use of E-Cigarettes**

Glebe Primary School is a strictly smoke and vape free environment. Smoking and the use of E-Cigarettes is not permitted in any buildings or in the school grounds.

In addition, the school seeks to maintain a smoke and vape free zone in the vicinity of the school gates by discouraging staff from Smoking and the use of E-Cigarettes within 50m of the perimeter gates and requests parents and visitors not to smoke or vape as they approach, wait outside or leave the school.

Staff are not allowed to smoke or vape on the school site.

Staff, whilst acting in that capacity, are not allowed to smoke or vape in the presence / sight of pupils or parents. This includes all clubs, groups and trips taking place outside school hours, including residential trips.

Staff are not permitted to smoke or vape during the working day. Where staff wish to smoke or vape they can do so during their main meal break, (but not any other scheduled or non-scheduled breaks), and must do so away from the site.

All visitors to the school, on school business, including parents, Governors, contractors and suppliers are not allowed to smoke or vape on school site.

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Persons leasing or hiring the school site, for any purpose, at any time, will not be permitted to smoke.

Contravention of the Smoking and the use of E-Cigarettes rules will be regarded as a breach of discipline and the matter will be pursued through the normal disciplinary procedures.

#### **4.28 Lone Working**

Staff maybe required during the course of their work tasks to work by themselves without close or direct supervision. The school will ensure risks to lone workers are assessed and adequate steps are taken to avoid or control risks where necessary by ensuring:

- Lone workers receive written authorisation from the Head Teacher to work outside of their normal hours (for example, during a weekend or school holidays). Lone working hours will always be pre-arranged.
- Lone working is restricted to competent and medically fit persons who will not be placed at increased risk such as pregnant or disabled persons.
- The school grounds and buildings are kept locked and secure before or after normal school hours.
- Lone workers understand their physical limitations and will only endeavour to carry out work tasks that do not jeopardise their safety.
- There is contact at the end of the working day by the lone worker to a buddy using a mobile phone or landline. The buddy must be established before any periods of lone working begins.
- Lone workers are familiar with the layout of the school premises and any local hazards that may be present.
- Lone workers know how to raise the alarm in an emergency situation in a timely manner including the subsequent actions to be taken.
- Lone workers have immediate access to relevant emergency contact names and telephone numbers.
- The provision of appropriate information, instructions and training to lone workers including a risk assessment is in place.