

# Philpots Manor School



## Health & Safety Policy

### Unit 1

## Statement of Intent Organisation Arrangements

Approved by:	SMT	Date: October 2025
Last reviewed on:	October 2025	
Next review due by:	October 2026	

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## Section 1

### Health and Safety Policy Statement

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#### Statement of Intent

Philpots Manor School (hereafter known as “the school”) places the highest priority on ensuring, as far as is reasonably practicable, the health, safety and welfare of its pupils, employees, parents, helpers, contractors and members of the public/visitors who may be affected by any school activities.

#### The school will:

- Conduct all activities in a manner which complies fully with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation.
- Promote the welfare and safeguarding of children and young people, ensuring all staff and volunteers are appropriately trained and instructed to uphold this commitment.
- Foster a culture of consultation, communication, and engagement with all employees and helpers to promote compliance with their health and safety duties.
- Publish and make available its Health and Safety Policy ("the Policy"), including any subsequent revisions, to all relevant parties via the School's Google Drive.
- The Policy comprises:
  - Unit 1: A general policy statement of intent, organisational responsibilities, and an outline of arrangements.
  - Unit 2: Detailed procedures.

Relevant sections of the Policy will be provided to all staff during induction and will be accessible as described above.

#### Commitment to Health and Safety

The school is dedicated to the following:

- Providing a safe place of work, as far as is reasonably practicable, for all pupils, helpers and employees, also for any other persons who undertake appropriate functions on the premises.
- Ensuring, as far as is reasonably practicable, that all school buildings and accommodation are maintained to minimise risks to health and safety.
- Providing and maintaining all necessary welfare facilities for pupils, staff and helpers and, where appropriate, parents, contractors and members of the public/visitors.
- Ensuring that all necessary risk assessments are undertaken to identify and mitigate potential hazards.
- Fully investigating accidents, incidents, and near misses to identify root causes and implement corrective actions to reduce the likelihood of re-occurrence.
- Delivering appropriate health and safety training to all staff and helpers, ensuring they understand their responsibilities and maintain up-to-date records of training.
- Providing supervision to ensure the safety of employees and pupils, particularly during school trips and off-site activities for pupils involved in school trips and activities outside the school premises.
- Providing information, instruction and training to enable work tasks to be undertaken without risk to health and safety, as far as is reasonably practicable.
- Maintaining and providing equipment, materials, and systems of work that are safe, when used correctly.
- Managing the handling, use, storage and transport of articles and substances to ensure, as far as is reasonably practicable, the reduction of risk to health and safety.
- Ensuring that appropriate safe systems of work are devised and recorded and that employees work in a way to promote their own and other people's safety.

- Providing all necessary resources in order that requirements of the Policy may be carried out.
- Empowering and valuing employees to foster a positive health and safety culture.
- Consulting staff on all health and safety matters to ensure their involvement and engagement.
- Reviewing the Health and Safety Policy annually (or more frequently if required) to ensure it remains effective and compliant with legislation and best practices.

This Policy will be reviewed at least once every 12 months or earlier if significant changes occur.

Signed .....

Steven Ogilvie - Proprietor, Philpots Manor School

Date .....

## Section 2

### Organisational Responsibilities for Health and Safety

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#### Organisation Details

Organisation Details	
Trading Name	Philpots Manor School Limited
Business	Independent School for Children with Special Educational Needs
Company Type	Private Limited Company
Company Number	00773122
Address	Philpots Manor School
	West Hoathly
	West Sussex
	RH19 4PR
Telephone No.	01342 810268
E-mail address	<a href="mailto:info@philpotsmanorschool.co.uk">info@philpotsmanorschool.co.uk</a>
Number of Locations	1
No of Employees / Students	75/61
Lead Health & Safety Contact	John Flint - Health and Safety Officer
E-mail address	<a href="mailto:john.flint@philpotsmanorschool.co.uk">john.flint@philpotsmanorschool.co.uk</a>
External Health & Safety Consultants	
E-mail Address	

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## Health and Safety Contacts

Health and Safety Contacts			
Area	Name	Telephone No/Extension	E-Mail
Board of Directors	Steven Ogilvie	01342 810268/265	<a href="mailto:steven.ogilvie@philpotsmanorschool.co.uk">steven.ogilvie@philpotsmanorschool.co.uk</a>
Health & Safety Officer	John Flint	01342 810268/255	<a href="mailto:john.flint@philpotsmanorschool.co.uk">john.flint@philpotsmanorschool.co.uk</a>
Finance & Facilities Manager	Tracey Hooker	01342 810268/243	<a href="mailto:tracey.hooker@philpotsmanorschool.co.uk">tracey.hooker@philpotsmanorschool.co.uk</a>
Headteacher	Gina Wagland	01342 810268/233	<a href="mailto:gina.wagland@philpotsmanorschool.co.uk">gina.wagland@philpotsmanorschool.co.uk</a>
Deputy Head/Head of Equine and Vocational Curriculum	Debra Richmond	01342 810268/261	<a href="mailto:debra.richmond@philpotsmanorschool.co.uk">debra.richmond@philpotsmanorschool.co.uk</a>
Head of Safeguarding and Therapies (DSL)	Jane Waites	01342 810268/205	<a href="mailto:Jane.waites@philpotsmanorschool.co.uk">Jane.waites@philpotsmanorschool.co.uk</a>
HR Manager	Andrea Horton	01342 810268/226	<a href="mailto:andrea.horton@philpotsmanorschool.co.uk">andrea.horton@philpotsmanorschool.co.uk</a>
Administration	Louise Harris	01342 810268/231	<a href="mailto:louise.harris@philpotsmanorschool.co.uk">louise.harris@philpotsmanorschool.co.uk</a>
First Aid	See List	01342 810268	
Cleaning	Kirsteen Higgins	01342 810268	<a href="mailto:kirsteen.higgins@philpotsmanorschool.co.uk">kirsteen.higgins@philpotsmanorschool.co.uk</a>
Waste Management	Kirsteen Higgins	01342 810268	<a href="mailto:kirsteen.higgins@philpotsmanorschool.co.uk">kirsteen.higgins@philpotsmanorschool.co.uk</a>
Employee Liaison	Andrea Horton	01342 810268	<a href="mailto:andrea.horton@philpotsmanorschool.co.uk">andrea.horton@philpotsmanorschool.co.uk</a>
Grounds / Caretaker	Simon Cook /Mike Lowe	01342 810268	<a href="mailto:simon.cook@philpotsmanorschool.co.uk">simon.cook@philpotsmanorschool.co.uk</a> <a href="mailto:mike.lowe@philpotsmanorschool.co.uk">mike.lowe@philpotsmanorschool.co.uk</a>
Catering	Andy Scholes	01342 810268/228	<a href="mailto:andy.scholes@philpotsmanorschool.co.uk">andy.scholes@philpotsmanorschool.co.uk</a>

First Aiders / Fire Marshalls		
Location	First Aider	Fire Marshal
School	Jess Daley / Hannah Dart	Tom Dutson / Gordon Blake
Equine (Stables)	Bethan Stacey / Andi Campbell / Kate Fuller / Mike Lowe	Bethan Stacey / Andi Campbell
Science Block	Stephanie Fisher / Kerry Lusted	Claire Reed / Maliha Pervais
Marley Classes	Freya Sandford	Freya Sandford / Annette Wedd
Marley Hall	Clayton Saunders	Andy Hamilton / Clayton Saunders
Art / Craft Centre/ Pottery/Studio	Trinette Gordon	Kate Thomson / Trinette Gordon
Stable Block Classes	Koula Karagkiozoglou	<b>First Floor</b> - Paul Butcher <b>Ground Floor</b> – Jessica Daley <b>Stables Side</b> – Ragel Storar
Land Craft	Kirsteen Higgins	Richard Bucknall / Isabelle Hughes
Reception / Office	Kirsteen Higgins	Lisa Thompson / Andrea Horton
Wellbeing	Stephanie Fisher / Kerry Lusted	Gail Elson / Kerry Lusted
Lower Bungalow	Stephanie Fisher / Kerry Lusted	Maria Zourari / Sam Wooff
Gate House	Stephanie Fisher / Kerry Lusted	Lawrenzo Collins / Trudi Sutton
Farm House	Debra Richmond / Louise Harris	Dining Area and 1 <sup>st</sup> floor - Karen Palmer / Justin Beesley
Manor House Ground Floor / Kitchen	Jess Daley	General – Peter Lyndsell / Simon Cook Kitchen - Andy Scholes
Forest School Hut	Doug Ainsley / Grace Standley	Doug Ainsley
Forge / Thrive	Liz Alderson	Elaine Payne / Liz Alderson
	<b>Mental Health First Aiders</b>	
Youth		
Adult	Andrea Horton	



## **Health and Safety Organisational Responsibilities**

### **Board of Directors**

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The Board of Directors have overall responsibility for health and safety, specifically:

- Ensuring that adequate resources are available to implement the health and safety policy.
- Ensuring health and safety performance is regularly reviewed at board level.
- Monitoring the effectiveness of the health and safety policy.
- Reviewing the policy annually.
- Compliance with legislation and Independent School Standards

### **Management Group**

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Health and safety is a fixed agenda item at the bi-weekly Management Group meetings. The Management Group of the School is responsible for:

- Supporting the Chair of Directors in the development and implementation of an effective health and safety strategy.
- Assisting in regular reviews of the school's health and safety strategy.
- Ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business.
- Determining health and safety objectives and assigning clear responsibilities for meeting them.
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage as far as is reasonably practicable through a structured risk assessment programme.
- Ensuring that health and safety responsibilities are clearly communicated to employees.
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the school's health and safety policy and strategy.

### **Health and Safety Officer**

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The Health and Safety Officer is responsible for:

- Supporting the implementation of the school's health and safety policy, strategy and procedures.
- Conducting regular, documented safety inspections and highlighting unsafe conditions or acts.
- Identifying training needs and ensuring staff receive appropriate training, including health and safety induction for new employees and completion of the Induction Checklist.
- Organising health and safety training and maintaining training records (with a copy to the HR Manager).
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters.
- Ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Chair of the Board of Directors.
- Supporting and participating in the established system of communication in respect of health and safety within the school.
- Investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees.
- Displaying the Health and Safety Law poster, a copy of the School's Health and Safety Policy Statement, Employer's Liability Insurance Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Managing the School's risk assessment and accident reporting and investigation programmes, including submission of reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- Maintaining accurate records of all hazardous substances and materials, ensuring proper documentation in compliance with COSHH regulations, and updating inventories regularly to reflect any changes.
- Liaising with external bodies, including the Health and Safety Executive (HSE) and insurers. Monitoring compliance with health and safety legislation and advising on necessary updates.
- Preparing and submitting progress reports on an annual health and safety action programme.
- Ensuring the presence of adequate fire wardens and first aiders, including initial training and recertification.
- Basic first aid training will also be arranged every three years by the Health and Safety Officer for all other staff except co-workers who will be trained in-house as part of their induction.
- Ensuring display screen equipment (DSE) assessments for all new employees and promptly reassessing workstations following significant changes, such as workstation relocation, equipment updates, or changes in work tasks.
- Maintaining and updating the Health and Safety Policy.
- Ensuring that any actions arising from the health and safety audits are addressed;
- Acting as lead school liaison contact with external Health and Safety Consultants.
- Promoting a positive health and safety culture across the school.

### **External Health and Safety Consultants**

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The school's external Health and Safety Consultants will:

- Assist in the preparation and production of all statutory health and safety documentation, including Fire Risk Assessment, Health and Safety Policy and general risk assessment / Safe Systems of Work.
- Provide external audits of the school's health and safety management systems and offer recommendations for any required corrective actions.
- Provide annual reviews of risk assessments and Health and Safety Policy.
- Be available continuously to provide advice on health and safety matters and update the school on changes to legislation and advise on best practice with the continual aim of improving health and safety standards and compliance.

### **Teachers / Wellbeing Staff / Catering Staff/ Caretakers / Admin Staff**

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Each of the above is responsible for the effective management of health and safety within his or her area or function. This includes:

- Ensuring that safe systems of work are implemented.
- Enforcing personal protective equipment requirements.
- Monitoring premises and work equipment, reporting faults where necessary.
- Identifying and reporting health and safety related problems with issues.
- Identifying training needs and communicating these to their line manager.
- Reporting on accidents and incidents and assisting with any investigations.
- Participating in the risk assessment programme.
- Will promote and engender a positive health and safety culture throughout the school by personal example.

Health and safety is discussed at the teachers meetings with findings reported directly to the Health and Safety Officer who will then report to the Management group on a regular basis.

### **All Employees**

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All Employees have responsibilities in respect of health and safety. They will:

- Co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures.
- Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
- Report all health and safety concerns to the Health and Safety Officer.
- Assist with the completion of the risk assessment programme.
- Read this Health and Safety Policy and sign to confirm that they have understood and agree to comply with the policies, procedures, safe practices and other advice and instructions contained within it.
- Inform the Health and Safety Officer of any training need they consider are required.
- Immediately inform their line manager of any accident, incident or near miss that occurs.
- Ensure they are familiar with all safety and emergency contingencies relevant to their place of work.

Sections 7 and 8 of the Health and Safety at Work Act 1974 require:

- That employees take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- That you cooperate with your employer and others to enable them to fulfil their legal obligations.
- That no person may misuse or interfere with anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 requires:

- That equipment and materials must be used properly in accordance with instructions and training.

## **Fire Marshals**

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Fire marshals will:

- Participate in all required fire marshal training.
- Know who normally works in their allotted area.
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

## **First Aiders**

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Qualified First Aiders must normally be available to administer first aid, as required by the Health and Safety (First-Aid) Regulations 1981 (as amended) and the National Minimum Standards for Residential Special Schools.

First aid must be obtained by the quickest possible means. To ensure that this is possible a sufficient number of staff have attended an HSE approved 3-day First Aid at Work course to become First Aiders.

In temporary and exceptional circumstances, a qualified First Aider need not be present on the school premises. In such cases, the "Emergency First Aider" [as defined by the Health and Safety (First-Aid) Regulations 1981 (as amended)] will take charge of a situation where first aid or medical assistance is required (e.g. by phoning for an ambulance).

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their relevant Coordinator when it is due to expire. First Aiders will also attend annual refresher training. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards and are also available from the HR Coordinator or Health and Safety Officer.

First aiders will:

- Act in accordance with their training at all times.
- Summon further medical help where necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Always ensure their own safety.
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items from the Health and Safety Officer as necessary.
- In case of emergency evacuation, the First Aider will take a first aid kit with them as they leave the building.
- Complete all necessary forms and paperwork relating to the incident/accident they attend.
- Participate in annual refresher training and maintain valid certification.

Emergency First Aiders are responsible for:

- Taking charge during medical emergencies when a qualified First Aider is unavailable.
- Calling for further medical assistance (e.g., an ambulance) when necessary.

**Emergency First Aiders are not First Aiders and are therefore not permitted to give first aid.**

### **Staff Safety Representatives**

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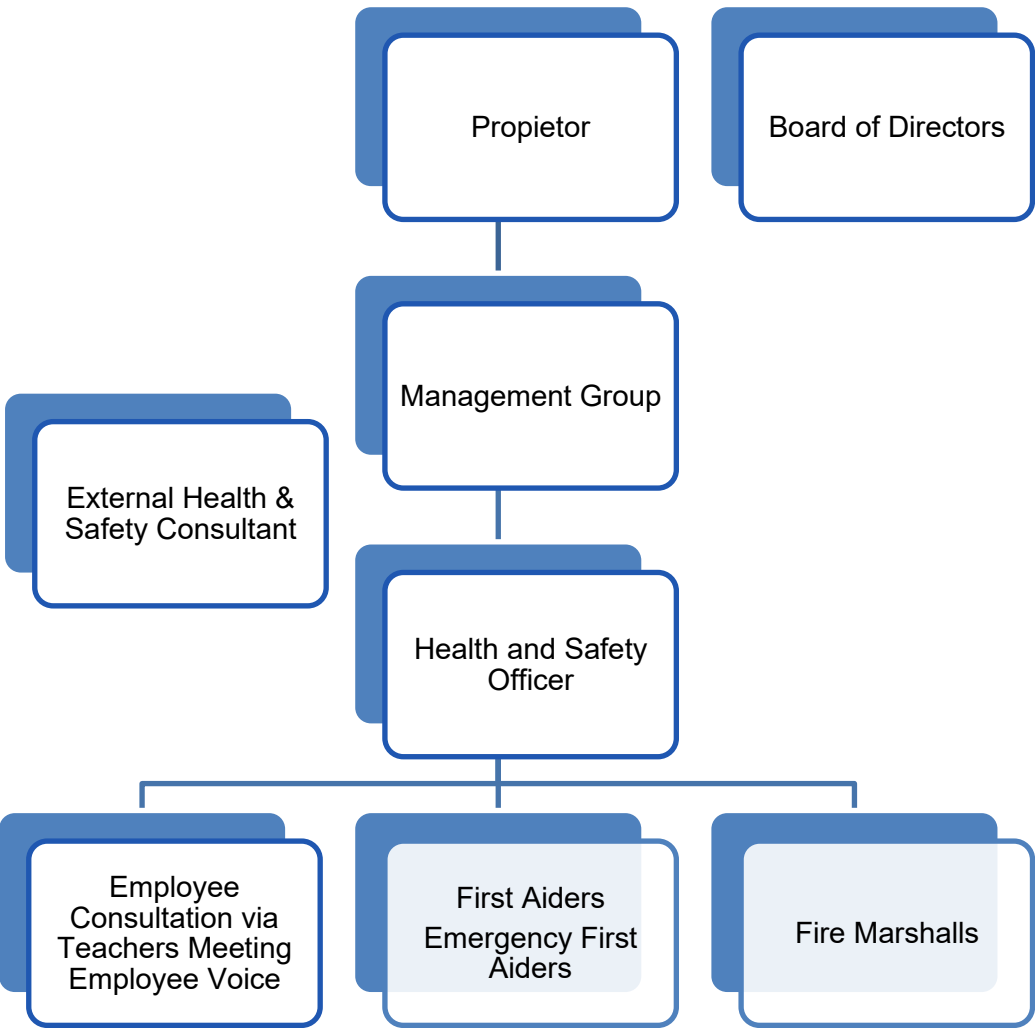
There are no nominated Staff Safety Representatives within the School. All employees have responsibility for their own health and safety and for the health and safety of those who may be affected by their work and/or actions.

All employees are encouraged to bring matters of health and safety to the teachers meeting or their line manager.

All employees may liaise directly with the Health and Safety Officer on health and safety issues and are encouraged to do so.

All employees may carry out or assist with regular housekeeping inspections for their designated area.

Health and Safety Responsibility Chart



## Section 3

### Arrangements for Health and Safety

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#### Access and Egress

Safe access and egress in, around, and from The School's premises will be maintained by ensuring the following:

- All established routes are kept clear of obstructions and other obstacles which may impede the safe movement of persons in and about the workplace.
- Floor coverings and step treads are maintained in good condition and free from damage such as tears, insecure fixing and other such trip hazards.
- Routes are kept clear of general debris and that when left in a wet or damp condition following cleaning, that appropriate warning notices are displayed until the area is thoroughly dry.
- All accidental liquid spills are promptly cleared.
- Routes are kept clear of trailing cables, with purpose-designed cable covers used where necessary.
- All routes are adequately illuminated to ensure visibility.
- Emergency lighting is provided and maintained on all established escape routes.
- Secure handrails are provided on all stairways and at all significant changes in floor level.
- All exits on established escape routes remain unlocked from the inside whenever the premises are occupied.
- External walkways are regularly inspected and maintained to prevent trip or fall hazards such as broken or damaged surfaces.
- Seasonal hazards, including ice buildup and leaf accumulation, are promptly addressed and cleared.
- Discharges from damaged pipe work or blocked drains are promptly cleared and remedial action taken to prevent reoccurrence.
- Pedestrian and vehicular movements in car parking and movement areas are appropriately segregated using barriers and/or clearly marked walkways where applicable.

#### Accident Reporting and Investigation

When an accident, injury or near miss occurs in the workplace, we all have a legal and moral duty to ensure the incident is properly recorded and reported.

The school defines an accident as: "Any unplanned or unexpected event that has the potential to cause injury or property damage".

It is recognised by the school that an incident may still be classified as an accident even if no injury or damage occurs.

The Accident Reporting and Investigation Procedures aim to reduce incidents in the workplace, ensure legal compliance, and reduce the risk of recurrence.

It is mandatory that all accidents, incidents, and near misses involving employees, students, visitors, contractors, or any other individuals affected by the school's activities are immediately reported to the appropriate supervisory member of staff.

- The supervisory member of staff will be responsible for arranging the immediate appropriate interventions following any incident or accident, such as first aid and/or summoning the emergency services and will notify the Health and Safety Officer of the event.
- Once first aid treatment has been provided, the first aider must enter the relevant details into Behaviour Watch.
- The Database entry and any other relevant communication will be printed and shared in a file in the Finance office in line with the Data Protection Act and kept for four years.
- An internal Accident/Illness/Incident/Injury/Near Miss Report Form must also be completed by those involved. This form must be given to your relevant Coordinator for investigation purposes within 24 hours and then sent to the Health and Safety Officer for investigation.
- When the Health and Safety Officer has completed their investigations, they will retain a copy of the form for recording purposes. Copies will be placed on the relevant student/employee file.
- The Health and Safety Officer will review any appropriate risk assessments with relevant staff and safe working procedures to ensure any further remedial actions are taken.
- The Health and Safety Officer will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and complete the reporting if required.

Full details of the School's Accident Reporting and Investigation Procedure can be found in Unit 2 of this Health and Safety Policy.

## **Alcohol and Substance Abuse**

The school defines alcohol and/or drug misuse as the consumption of such substances to a degree that adversely impacts health, attendance, performance, or conduct at work. While this policy is not concerned with the social use of alcohol, the school encourages sensible drinking habits and a drug-free lifestyle.

Alcohol and drug misuse can negatively affect personal health and social functioning, impair work performance and capability and compromise the health and safety of both the employee and their colleagues. It can also lead to increased absenteeism, a higher risk of workplace accidents, and poor judgement, which may affect decision-making and overall workplace safety.

To ensure a safe and productive working environment, the following rules apply:

- Employees must not attend the workplace under the influence of alcohol or illicit drugs.
- Alcohol or illicit drugs must not be brought onto School premises for the purpose of consumption during working hours, including lunchtimes.

These rules extend to external areas of the premises as well as internal spaces.

Refer to the substance misuse policy for further details.

Prescription drug use, when managed responsibly and as directed by a healthcare professional, is generally safe; however, misuse or improper use can pose significant risks in the workplace.

Employees must inform their line manager or the Health and Safety Officer if they are taking prescription medications that may impair their ability to perform their duties safely or effectively. This includes medications that cause drowsiness, affect concentration, or impair motor skills.



The school encourages employees to seek guidance from their doctor or pharmacist regarding potential side effects and to explore alternatives that do not compromise workplace safety where possible.

All disclosures will be handled confidentially, and reasonable adjustments will be made to ensure employee and workplace safety.

Due to the heightened risks associated with certain activities, staff engaged in any of the roles described below are prohibited from consuming any alcohol during the working day (even away from the premises):

- Working in the presence of children.
- On-call/standby duties.
- Driving whilst on School business.
- Working at height.
- Operating on-site vehicles.
- Operating machinery.

The school has therefore developed robust procedures to deal with such misuse and full details can be found in Unit 2 of this Health and Safety Policy.

## **Asbestos**

Asbestos Containing Materials (ACMs) is the collective term for a group of fibrous minerals known for their mechanical strength and resistant to heat and chemicals. Asbestos was widely used in the past for its excellent thermal insulation, fireproofing and other physical and chemical properties.

Typical examples of where asbestos containing materials may be found include:

- Sprayed asbestos and asbestos loose packing - Used as fire breaks in ceiling voids.
- Moulded or preformed lagging - Used in thermal insulation of pipes and boilers.
- Sprayed asbestos - Applied for fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulating boards - Used for fire protection, thermal insulation, partitioning and ducts.
- Ceiling tiles - Certain types may contain asbestos.
- Millboard, paper and paper products - Used for insulation of electrical equipment.
- Asbestos cement products - Found fully or semi-compressed flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks.

Inhaling asbestos fibres can cause serious health conditions, primarily cancers of the lungs and chest. While asbestos in good condition and left undisturbed poses no harm, damaged or disturbed ACMs can release fibres into the air, creating a significant health hazard when inhaled.

The school acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 (HASWA 1974), the Control of Asbestos Regulations 2012 (CAR 2012) and all other statutory provisions relating to asbestos control. The school is committed to:

- Full compliance with all relevant legislation, Approved Codes of Practice (ACOPs), and guidance issued by the Health and Safety Executive (HSE).
- Implementing measures to manage and control the risk of asbestos exposure to employees, students, and others affected by its activities.

Full details of the school's procedures regarding the management of asbestos can be found in Unit 2 of this Health and Safety Policy.

### **Audits/Monitoring**

To ensure a safe and compliant working environment, the school will implement a comprehensive system of audits and monitoring, including the following key elements:

#### **Workplace Inspections**

Regular workplace inspections of the school's premises will be conducted by nominated, staff members. Any issues or concerns identified during inspections will be promptly reported to the Health and Safety Officer for action.

#### **Quarterly Safety Meetings**

The school will undertake quarterly Safety Meetings to review health and safety performance, discuss identified issues, and develop plans for continuous improvement.

#### **Supervision and Monitoring**

The Health and Safety Officer will regularly supervise the actions and practices of employees, as well as monitor the condition of machinery, equipment, and general infrastructure. Observations will focus on ensuring all working practices, equipment usage, and building fabric meet the requirements of the School's Health and Safety Policy. Any concerns arising from these observations will be addressed at the School's Safety Meetings and monitored to ensure resolution and continuous improvement.

#### **Accident, Incident and Near Miss Investigations**

All accidents, incidents and near misses will be thoroughly investigated. Findings and recommendations will be presented for review at the School's Safety Meetings to identify corrective actions and prevent recurrence.

#### **External Health and Safety Audits**

The school's retained health and safety consultants will conduct regular external audits.

These audits will assess the following core components:

- Management Arrangements: Evaluation of the structure and processes for managing health and safety.
- Risk Control Systems (RCS): Adequacy of systems for identifying and controlling risks.
- Workplace Precautions: Appropriateness and effectiveness of physical safety measures.

The audits will involve:

- Interviews: Discussions with staff to evaluate awareness and implementation of health and safety procedures.
- Document Reviews: Examination of policies, risk assessments, training records, and other relevant documentation.
- Observations: Physical inspection of conditions, working practices, and equipment.

The purpose of these audits is to evaluate the efficiency, effectiveness, and reliability of the school's health and safety management systems. Recommendations for corrective actions or improvements will be provided where necessary.

#### **Annual Policy Review**

All health and safety policies and procedures will be reviewed annually to ensure they remain relevant, effective, and compliant with current legislation and best practices.

## **Catering**

The school is committed to providing safe and hygienic catering services, where applicable, in compliance with The Health and Safety at Work etc. Act 1974, The Food Safety Act, the Food Hygiene Amendment Regulation, EU Food Allergen Information for Consumers Regulations, and other relevant statutory provisions. The following procedures will be followed to ensure compliance:

### **Risk Assessments and Contractor Management**

The School Chef is responsible for risk assessments related to catering activities provided directly by the school.

For catering provided by external contractors, the school's role is to monitor contractor compliance with regulatory requirements.

Where contractors are involved, the school's management will monitor their activities to ensure that they meet regulatory requirements and are competent to provide safe food services.

While the School is not responsible for conducting contractors' risk assessments, these will be reviewed and any deficiencies identified will be immediately reported to the contractor for rectification.

### **Access Restrictions**

Warning notices are to be displayed at all entrances to the kitchen stating 'no admittance – except on businesses to limit unauthorised access.

### **Training and Awareness**

All members of staff dealing with food, including Kitchen staff, Teachers, Assistants and Wellbeing staff, must attend an appropriate course on hygiene, food hygiene and health and safety at work.

The Health and Safety Officer will ensure that all catering staff are aware workplace hazards and the locations of first aid and firefighting equipment. This responsibility extends to all relevant staff, as above, overseeing areas where food is handled.

### **Safe Use of Machinery and Equipment**

All potentially dangerous machinery and equipment must be fitted with safety guards or devices, which must be used at all times. Only properly trained and authorised staff may operate such machinery or equipment.

The Finance and Facilities Manager will ensure that kitchen machinery and equipment are inspected to confirm they are safe for use.

Staff responsible for shared equipment, such as in Food Technology classes, must perform visual inspections prior to each use. Any defects must be reported immediately to the Finance and Facilities Manager via the maintenance team at [maintenance@philpotsmanorschool.co.uk](mailto:maintenance@philpotsmanorschool.co.uk). Defective equipment must not be used until repairs are completed.

### **Supervision**

The School Chef will supervise catering personnel, particularly young or inexperienced staff, at all times. Teachers and relevant Wellbeing staff will supervise students within their classes or units while food is being handled.

## **Food Storage and Preparation**

The Health and Safety Officer, in liaison with the Finance and Facilities Manager, is responsible for ensuring compliance with health and safety regulations regarding food storage and preparation.

The School Chef will regularly test fridge and freezer temperatures in the main school kitchen, record results, and report any issues requiring repairs to the Health and Safety Officer and the Finance and Facilities Manager.

Kitchen assistants will conduct and record similar checks for all other fridges and freezers in the dining room and kitchen.

The food tech teacher is responsible for monitoring and recording the fridge and freezer temperatures in the food tech areas daily.

The wellbeing team are responsible for monitoring and recording the fridge and freezer temperatures for any appliance that is used to store food in the wellbeing hub daily.

## **Hygiene Audits**

The School Chef will complete regular hygiene audits for the main school catering facility.

The Health and Safety Officer will carry out similar audits of all other relevant areas within the school.

## **Clinical Waste**

Clinical waste is defined as any waste consisting wholly or partly of human tissue, blood or other body fluids, excretions, drugs or pharmaceutical products, swabs, dressings, syringes, needles, or other sharp instruments. Such waste, unless rendered safe, may pose a hazard to any person coming into contact with it. This category also includes waste arising from the provision of treatment, such as disposable clothing, towels, or other items that may cause infection upon contact.

Clinical waste is classified as hazardous due to its potential to harm people or the environment.

## **Minimising Risk of Infection**

Contact with clinical waste carries a risk of infection. Employees can minimise this risk by:

- Promptly and appropriately deal with spilled blood, urine, vomit, or other bodily fluids.
- Taking steps to protect children and other staff from accidental contact.
- Avoiding direct contact while clearing up spills.
- Using appropriate PPE equipment provided by the school,
- Washing thoroughly after handling any clinical waste or contaminated material.

## **Handling Spilled Bodily Fluids**

In the event of a spill involving bodily fluids, the following actions must be taken:

- Mark out or secure the area to prevent further accidental contact.
- Staff responsible for cleanup must wear disposable protective gloves provided by the school.
- Thoroughly clean and disinfect all affected surfaces.
- Seal all clinical waste, including plasters, dressings, and gloves, in yellow clinical waste bags. Dispose of these bags in the nearest staff toilet sanitary bin.

- Place soiled clothing in sealed plastic refuse bags. Ensure these items are taken home by the affected student or staff member.
- Staff handling soiled items must wear disposable gloves.
- Double-bag used disposable gloves and contaminated cleaning materials in plastic refuse bags and dispose of them appropriately.
- Inspect your own shoes and clothing for contamination and take necessary steps to clean or replace items.
- Wash hands and any affected skin thoroughly using an anti-bacterial hand wash or sanitiser.
- If substantial contact with bodily fluids occurs:
  - Remove contaminated clothing or clean thoroughly where removal isn't possible.
  - If alternative clothing is unavailable, the affected individual may need to go home.
- If bodily fluids are ingested, or if they enter eyes or open wounds, seek medical advice immediately and complete an Accident/Incident/Near Miss Report Form for the event.

Employees are advised to ensure they have up to date immunisations against Hepatitis B and Tetanus which can be obtained from their GP. These immunisations should not incur charges due to the nature of the working environment.

Full details of the School's Infection Control Procedure can be found in Unit 2 of this Health and Safety Policy.

## **Consultation**

The school is committed to meeting its obligations under the Health and Safety (Consultation with Employees) Regulations 1996 by:

- Regularly consulting with employees or their representatives on any matter that may affect their health, safety or welfare.
- Promptly addressing concerns or suggestions raised by employees and taking appropriate action where necessary.
- Presenting employee raised issues at the quarterly Safety Meetings for review and discussion.
- Providing positive feedback to employees to reinforce their contributions to a safer workplace.

To ensure effective consultation and representation, a member of staff from each department will attend the school's quarterly Safety Meetings, these representatives will have the opportunity to:

- Discuss concerns about potential risks or dangerous events in the workplace that may affect employee health, safety, or welfare.
- Highlight broader issues impacting the health, safety, and welfare of employees.
- Follow up on any matters raised during previous Safety Meetings to ensure resolution and continuous improvement.
- Be briefed by management on any upcoming changes to the school's health and safety arrangements.

## **Contractors**

The school has a duty to ensure that work undertaken by contractors does not compromise the safety and health of employees, students, visitors, or the overall workplace environment.

Contractors working on the school's premises must adhere to the following requirements and procedures to ensure compliance with legal and safety obligations.

### **Contractor Responsibilities**

- Contractors must produce suitable and sufficient risk assessments for all activities and strictly follow the recommendations within these assessments.
- Contractors are required to familiarise themselves with relevant sections of the School's Health and Safety Policy and communicate these to their employees, including any subcontractors engaged by them.
- Contractors must ensure their work does not disrupt normal School operations or create hazardous conditions.
- All contractors must report to reception and sign in on arrival on leaving.

### **School Responsibilities**

- The school's staff will be informed at all times about the presence, location and nature of work undertaken by contractors.
- The Health and Safety Officer will check contractors' work areas to ensure they are left in a safe condition, with tools and debris removed and properly cleaned at the conclusion of works.
- Any concerns regarding contractors' actions or behaviour must be reported by School staff to their line manager immediately.

Under Regulations 11 and 12 of the Management of Health and Safety at Work Regulations 1999, the school and contractors must collaborate to ensure mutual compliance with health and safety requirements when sharing a workplace or subcontracting work.

The school also has responsibilities under Section 3 of the Health and Safety at Work etc. Act to ensure the safety of non-employees, such as contractors.

Projects exceeding 30 days or involving more than 500 person-days of work fall under the Construction (Design and Management) Regulations 2007 (CDM). For such projects, the school will appoint a CDM Coordinator and a Principal Contractor in line with the regulations.

### **Pre-Employment Checks for Contractors**

To ensure the competence and suitability of contractors:

- The school will conduct appropriate Disclosure and Barring Service (DBS) checks for contractors where necessary.
- The school will document reasonable steps to verify contractors' competence before they commence work.

### **Roles and Responsibilities**

The Finance and Facilities Manager is responsible for ensuring:

- A list of approved contractors is maintained and updated, and new contractors are only employed after meeting the school's requirements as outlined in the Rules for Contractors.
- Contractors are informed of emergency evacuation procedures and how to obtain first aid if needed.
- The Health and Safety Officer are notified whenever a contractor is engaged to work on the premises.

The Health and Safety Officer will:

- Ensure appropriate members of staff are informed about contractors working on site.
- Oversee significant projects, including those covered by CDM regulations, to ensure compliance with legal and safety requirements.
- Confirm that a CDM Coordinator and Principal Contractor are appointed for CDM-covered projects and that their competence and resource allocation are sufficient.

Staff and Caretakers will:

- Inform the Health and Safety Officer of any contractor-related concerns.
- May manage smaller projects, such as general maintenance, under the supervision of the Finance and Facilities Manager.

### **Contractor Equipment Use**

Contractors will not be lent School equipment except in exceptional circumstances, and only after verifying that:

- The equipment is in good condition (e.g., through a recent inspection report).
- The contractor is adequately trained to use the equipment.

### **Hazard Awareness and Notification**

Contractors must be informed prior to work commencement of any hazards under the school's control that may pose significant risks.

The school will provide contractors with any necessary site-specific safety information.

### **CDM Regulations for Large Projects**

For projects covered by the Construction (Design and Management) Regulations 2007 (CDM) the Health and Safety Officer will ensure:

- A CDM Coordinator and Principal Contractor are appointed at the earliest opportunity.
- Their competence is verified, and they allocate sufficient resources to health and safety compliance.

Full details of the School's Contractors procedure, including selection and on-site control can be found in Unit 2 of this Health and Safety Policy.

### **Control of Substances Hazardous to Health**

The school is committed to meeting its obligations under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 by implementing the following measures to ensure the safe management, use, and storage of hazardous substances:

#### **COSHH Register and Risk Assessment**

- A COSHH Register will be maintained, listing all products used on the premises, along with their corresponding manufacturer's safety data sheets (MSDS).
- Individual COSHH Risk Assessments will be completed for all substances used within the premises, identifying risks and control measures.
- All COSHH risk assessments will be communicated to relevant employees, who must sign a declaration confirming they have read, understood and agreed to follow the guidance.

## **Approval and Introduction of New Products**

- All new products must be approved by the Health and Safety Officer before use.
- Safety data sheets will be obtained and COSHH risk assessments conducted for new products to ensure safety precautions are in place prior to use.

## **Storage and Handling**

- Products will be stored in accordance with the manufacturer's safety data sheets, including adherence to recommended temperature ranges and ventilation requirements.
- Chemical products will not be used or stored in areas where food is prepared or consumed.
- Suitable equipment and PPE (Personal Protective Equipment) will be provided to ensure safe handling and use of hazardous substances.

## **Employee Protection and Training**

- Necessary measures will be taken to protect employees from exposure to hazardous substances, including the provision of appropriate personal protection equipment.
- All employees involved in handling, using, or storing hazardous substances must read and sign the relevant COSHH Risk Assessment to confirm understanding and compliance.
- Employee must immediately report any adverse reactions to hazardous substances to the Health and Safety Officer and cease working with the substance until medical attention.

## **Facilities and Emergency Provisions**

- Adequate washing facilities, including emergency eyewash stations, will be provided adjacent to areas where hazardous substances are used.
- Ventilated storage areas will be maintained as per the safety data sheet' specifications.

## **Spillage, Disposal and Incident Management**

- Any occurrences or incidents involving hazardous substances must be reported immediately to the Health and Safety Officer.
- Employees encountering potentially hazardous substances must report them immediately to the Health and Safety Officer. Staff and students should avoid the area until a qualified person has declared it safe.
- All spillages will be cleaned promptly, and all used containers or surplus materials disposed of safely in accordance with safety guidelines.
- Unauthorised staff are prohibited from handling hazardous substances.

## **Monitoring and Reference Materials**

- The COSHH assessment file and relevant safety data sheets must always be consulted when handling hazardous substances.
- Employees must ensure they are using the correct equipment and handling methods for each substance.

Detailed procedures for the Control of Substances Hazardous to health are outlined in Unit 2 of this Health and Safety Policy.

## **Disciplinary Procedures**



Under Section 7 of the Health and Safety at Work Act 1974, as amended in 2015, all employees are required to:

- Take reasonable care of their own health and safety, as well as the safety of others who may be affected by their actions or omissions at work.
- Cooperate with their employer and colleagues to enable compliance with legal health and safety obligations.

The School's Health and Safety Policy, along with other policies and procedures, provides clear guidance on the expectations for employees' behaviour and actions concerning health, safety, and welfare.

Failure to comply with these policies, procedures, or guidance may result in referral to the school's disciplinary procedures.

### **Display Screen Equipment**

The school will meet its obligation under the Health and Safety (Display Screen Equipment) Regulations 1992 by:

- Assessing health and safety risks associated with display screen equipment (DSE).
- Providing employees with suitable working conditions for DSE use, including devices such as alpha-numeric and graphic display screens, laptops, microfiche, process control screens, and screens used to display line drawings, graphs, charts or computer-generated graphics (excluding television or film pictures).
- Offering appropriate information and training to employees on safe DSE use.

### **Operator/Computer Interface**

The school will ensure that all software and tasks involving DSE are designed with the user's safety and comfort in mind:

- Software will be suitable for the tasks being performed.
- System displays will present information in a format and pace adapted to the needs of the user.
- The principles of software ergonomics will be applied to prevent unnecessary strain or discomfort.

### **Prevention of Fatigue**

To minimise fatigue associated with prolonged DSE use:

- Jobs will be designed to include a mix of screen-based and non-screen based whenever possible, to vary visual and mental demands.
- Employees undertaking intensive DSE work, such as data or text entry, will ensure periodic breaks with non-screen activities to avoid fatigue.
- Short, frequent breaks are encouraged as they are more beneficial than long, less frequent ones.

### **Display Screen and Workstation Assessments**

DSE assessments will be conducted annually for all "Users" to evaluate the following factors:

- Posture and seating.
- Training and awareness.
- Display screens, monitors, keyboards, and workstations.

- Environmental conditions, including lighting and glare.
- Cleaning and maintenance of equipment.
- Activity levels and task variety.
- Homeworking arrangements and use of laptops and telephones.
- Health concerns, including Work-Related Upper Limb Disorders (WRULDs), headaches, and eyestrain.

Any remedial actions identified during the assessment will be implemented to reduce risks to the lowest reasonably practicable level.

All DSE workstation assessments will be reviewed annually or whenever significant changes are made to the workstation.

## **Eyesight and Vision Care**

Employees concerned about eyesight deterioration due to DSE use may request an eye test with prior approval from the HR Manager. If the test indicates a vision defect at the typical DSE viewing distance (50-70cm), the employee will be referred to an optician for further examination.

The school will cover the cost of:

- The eye examination.
- Corrective appliances (e.g., spectacles) specifically prescribed for DSE use, provided they meet the agreed design and cost criteria.

If an employee opts for spectacles correcting distances beyond the DSE viewing range, the school will only contribute the portion of the cost attributable to DSE-related vision correction. The school will not cover the cost of corrective lenses unrelated to DSE work.

Full details of the School's DSE Procedure are available in Unit 2 of this Health and Safety Policy.

## **Drinking Water**

The school is committed to providing an adequate supply of wholesome drinking water for all staff, students, and visitors. To ensure compliance with workplace health and safety standards:

- Drinking water stations will be maintained and regularly checked to ensure water quality.
- Where non-disposable cups are used, a nearby facility for washing and maintaining cleanliness will be provided.

Full details regarding the school's approach to maintaining a safe and comfortable workplace environment can be found in the Workplace Environment section of this policy.

## **Driving and Use of Vehicles**

Driving is the one of the most dangerous work-related activities, contributing to more accidental deaths and serious injuries than all other work activities combined. The school recognises its duty of care to ensure that all employees driving School vehicles or any vehicle for work purposes do so in a manner that minimises risks to themselves and others.

The Health and Safety Executive (HSE) now regard existing health and safety laws as applying to anyone driving a vehicle as part of their work. Driving inherently carries significant risks, including the potential for injury or death. The school is committed to ensuring compliance with health and safety laws and promoting safe driving practices for all employees.

The school has developed detailed procedures to address:

- Safe driving practices, including techniques to reduce risks from adverse conditions or the actions of other drivers.
- Vehicle safety standards to ensure all vehicles used for work purposes are maintained appropriately.
- Employees are provided with sufficient information and guidance to understand how to prevent accidents and mitigate risks while driving.

The school will maintain up-to-date records of all employees' driving licences to ensure they are valid and meet requirements for work-related driving.

### **Use of Mobile Phones While Driving**

Employees are reminded that using hand-held mobile phones while driving is both illegal and unsafe. This includes making or receiving calls and sending text messages. Employees must not use hand-held mobile phones while driving on School business under any circumstances. Failure to comply may result in severe penalties for both the individual and the school in the event of an accident or injury.

All School vehicles will display a no-smoking sign, and employees are required to comply with this to maintain a safe and healthy environment.

Full details of the School's Driving and Use of Vehicles Procedure are available in Unit 2 of this Health and Safety Policy.

### **Educational Visits**

The school is committed to ensuring that all off-site activities and school trips are conducted safely and in compliance with relevant health and safety standards. The following procedures are in place to manage risks and ensure the safety and well-being of students, staff, and others involved.

There is a separate Education Visits policy which contains details of the school's procedures for organising and conducting Education Visits.

### **Electrical Safety**

The Electricity at Work Regulations 1989 were introduced to ensure that adequate precautions are taken to prevent risks of death or personal injury from electricity during work activities. All electrical work undertaken by or on behalf of the school will fully comply with these regulations.

The regulations address the following key aspects to ensure electrical safety:

- Planning and design.
- Installation.
- Commissioning.
- Use.
- Routine maintenance and fault repairs.
- Dismantling at the end of required life.

The regulations require that all electrical systems are constructed and maintained to prevent danger and include guidelines for suitable components ("hardware") and safe systems of work.

### **Planned Preventative Maintenance**

The school will ensure, through a planned preventative maintenance program, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections, and loading.
- Plant and equipment is maintained according to the manufacturers and installers guidelines.
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

### **Competence for Electrical Work**

Given the significant risks associated with electricity, only individuals with the appropriate technical knowledge, skills, experience, and competence will carry out electrical work.

Small tasks, such as changing light bulbs, may be performed by trained staff.

All other electrical work will be carried out by qualified electricians, often through contract electrical engineers. All work must conform fully to the Electricity at Work Regulations 1989.

### **Portable Appliance Testing (PAT)**

The school is legally required to test all portable electrical appliances (items that can be readily disconnected, typically via a 13-amp plug). Examples include:

- Appliances such as kettles, toasters, and kitchen equipment.
- Display screen equipment (DSE).
- Photocopiers and similar devices.

The following procedures apply:

- All portable appliances, along with their leads and plugs, will be tested annually by the School Caretaker using approved equipment.
- The Finance and Facilities Manager is responsible for arranging this testing.
- Test results will be logged on a PAT Testing Inspection Record & Results Form.
- A self-adhesive label showing the test date and tester's name will be affixed to each appliance.
- Any appliance that fails a PAT test must be removed from service immediately for repair or replacement.
- These tests are a legal requirement, and the Environmental Health Officer may conduct unannounced inspections to review log sheets and evidence of testing.

### **Responsibility for New Appliances**

All employees must ensure that any new, additional, or loaned portable electrical appliances brought onto School premises (including those belonging to students) are PAT tested before use.

Comprehensive procedures regarding Electrical Safety are available in Unit 2 of this Health and Safety Policy.

### **Emergency Procedures**

Emergency procedures related to electrical incidents are covered in the Fire Safety section below.

### **Equestrian Safety – Horse Riding**

The school is committed to ensuring the safety and well-being of pupils engaged in horse riding activities. This includes providing appropriate training, supervision, and equipment while maintaining high standards of horse care and equipment maintenance.

The school will ensure that pupils:

- Receive correct training from suitably qualified instructors.
- Demonstrate an understanding of horse behaviour and handling techniques.
- Are supervised based on their developmental stage and skill level.
- Are matched with horses appropriate to their developmental ability, size, and experience.
- Wear suitable, approved personal protective equipment (PPE) for all equestrian activities.

Pupils participating in horse riding activities must:

- Have the cognitive ability to anticipate, recognise, and react to potential hazards.
- Follow directions from responsible adults.
- Exercise good judgment to minimise risk.

*Note: Pupils with special healthcare needs should be evaluated by appropriate medical personnel to determine whether therapeutic riding is a suitable activity for them.*

Teachers involved in equestrian activities will:

- Serve as responsible role models, demonstrating safe practices.
- Promote equestrian safety aligned with current industry standards and tailored to individual abilities.
- Report any concerns regarding horses, equipment, or facilities immediately to the Yard Manager.
- Respond appropriately to accident reports and follow guidance from line managers.
- Educate pupils on equestrian safety and the importance of following safety protocols.

## **General Safety Guidance**

Riders:

- Must wear suitable attire and use the correct PPE for the activity, as outlined in the equine risk assessments.
- Are required to follow instructions at all times to maintain safety.

Equipment Safety:

- All tack and equipment will be kept in good repair, with the Yard Manager responsible for regular inspections, maintenance, and safety checks.
- Stirrup irons must allow the rider's foot to slip in and out freely.
- Riding helmets must meet current safety standards and be correctly fitted for each pupil by a competent member of the equine team.
- Riding boots must be maintained in good condition, with older pairs monitored and replaced, as necessary.

Horse Management:

- All horses on-site are carefully selected for their temperament and suitability for their roles.
- Horses are assessed and worked by staff before any student is allowed to engage in activities such as riding, leading, or grooming.

- Riders are matched with horses appropriate to their handling capabilities and experience to minimise risk and maximise safety.

## **Expectant, New and Nursing Mothers**

The Management of Health and Safety at Work Regulations require employers to conduct specific risk assessments where women of childbearing age, new mothers or expectant mothers may be at risk from work processes, conditions or physical, chemical or biological agents.

### **Definition**

A new or expectant mother is defined as a worker who:

- Is pregnant.
- Has given birth within the previous six months.
- Is breastfeeding.

“Given birth” is further defined as delivering a living child or, after 24 weeks of pregnancy, a stillborn child.

### **Reporting**

Employees should inform their line manager as soon as pregnancy is confirmed to ensure a safe working environment can be maintained throughout the pregnancy.

Pregnant employees will remain in their existing role unless a risk assessment identifies potential risks to their health or of their unborn child.

### **Specific Risks During Pregnancy**

Most general light office tasks do not pose a risk to the expectant mother. However, certain activities and exposures must be avoided or managed:

Physical Tasks:

- Lifting heavy items, stretching, or reaching should be avoided.

Chemical Exposure:

- Tasks involving chemicals must be covered by a COSHH assessment, which must consider special risks associated with pregnancy.
- Any chemical identified as a carcinogen or listed in Appendix 5 of the HSE’s EH40 – Workplace Exposure Limits must not be used.
- Chemicals listed in Table 2 of EH40 should not pose adverse effects when used within occupational exposure standards. However, exposure will be minimised as much as reasonably practicable or avoided entirely to reduce anxiety.

Heavy Metals:

- Tasks involving exposure to lead or mercury must be suspended during pregnancy.

Additional Hazards to Consider:

- Aggressive behaviour from children.
- Excessive noise.
- Vibration.
- Ionizing and non-ionizing radiation.
- Temperature extremes.

- Physical fatigue.
- Biological agents.

For guidance on assessing risks during pregnancy, contact the Head of Education.

### **Elimination of Risk**

Where a risk assessment identifies danger to the employee or the unborn child, the school will:

- Modify the existing job to eliminate the risk wherever possible.
- If modification is not feasible, the line manager will seek further advice and explore alternative measures to ensure safety.

A specific risk assessment form for expectant, new or nursing mothers is available in Unit 2 of this Health and Safety Policy.

### **Fire Safety**

The school is committed to ensuring compliance with statutory fire safety obligations as required by:

- The Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005.

These obligations are particularly significant during consultations with the Fire Authority, including matters previously covered under the fire certificate. Additionally, the School's insurer requires that a suitable and sufficient fire risk assessment be conducted and maintained.

### **Fire Risk Assessment Objectives**

The fire risk assessment will focus on:

- Assessing sources of ignition, flammable materials, and fire risks.
- Determining who may be at risk in the event of a fire, including staff, students, visitors, and contractors.
- Assessing the level of risk from identified fire hazards.
- Evaluating the effectiveness of existing control measures, including:
  - Fire safety emergency plans.
  - Fire detection and warning systems.
  - Means of escape.
  - Fire-fighting equipment.
  - Fire prevention measures.
  - Fire safety training.
- Identifying additional actions needed to reduce or eliminate risks.
- Documenting the assessment and communicating relevant information to all persons at risk.
- Ensuring a system is in place to regularly review and monitor the effectiveness of fire safety controls

### **Responsibilities of the Health and Safety Officer**

The Health and Safety Officer will ensure that:

- All fire call points are identified, and weekly call point tests (rotating between different call

points) are conducted and recorded.

- Adequate and suitable fire extinguishing appliances are provided, maintained, and regularly inspected.
- Suitable means of fire detection and alarm signalling are provided and maintained.
- Adequate means of escape are available, unobstructed, and maintained at all times.
- Clear and appropriate signage for fire-fighting equipment and means of escape is provided and maintained.
- Employees receive adequate fire safety training relevant to their roles.
- Evacuation drills are conducted at least three times a year (once per term), with results recorded for review and improvement.
- Suitable fire procedures are published, including:
  - Actions to take on discovering a fire.
  - Actions to take on hearing the fire alarm.
  - Responsibilities of key personnel during a fire emergency.

The school will liaise with local Fire Authorities regarding any changes to the premises that may impact fire safety or means of escape. These consultations will occur during the planning stage to ensure compliance and safety.

A comprehensive Fire Safety procedure can be found in Unit 2 of this Health and Safety Policy.

## **First Aid**

The school is committed to meeting its obligations under the Health and Safety (First Aid) Regulations 1981, as amended, and the National Minimum Standards for Residential Special Schools. Qualified First Aiders will be available to administer first aid as required.

### **Responsibilities of First Aiders**

First aiders will:

- Act in accordance with their training at all times.
- Summon further medical assistance when necessary.
- Look after the casualty until recovery or the arrival of professional medical assistance.
- Always ensure their own safety.
- Record all treatments provided, including specific details of the injury or condition.
- Maintain their assigned first aid kit in a clean and tidy condition, ensuring it is adequately stocked.
- Take a first aid kit with them during emergency evacuations.
- Complete all necessary incident/accident forms and paperwork.

### **First Aid - Accident Procedure**

Reporting an Incident:

- Employees requiring first aid for themselves or others must contact a First Aider from the published list, displayed in the Teachers' Room, Reception, and other noticeboards across the school. Alternatively, contact the Health and Safety Officer.
- Visitors or contractors on site will be advised to contact Reception if first aid is required.

Blows to the Head:



- For any head injury, a First Aider or the School Nurse must assess the injury without delay. Appropriate treatment will be administered, and guidance will be provided to the injured employee or the parent/guardian of the student.

#### Serious Accidents:

- If the accident is serious, the First Aider will decide whether to call an ambulance and notify Reception immediately.
- The First Aider or the School Nurse will remain with the casualty and brief emergency services upon their arrival.
- If the casualty is transported to the hospital, the First Aider must notify the Health and Safety Officer immediately, who will contact relevant staff or agencies.

#### Transporting a Casualty:

- In non-emergency cases, a private car may be used to transport a casualty to the hospital, provided the driver is authorised and insured for business purposes.
- The driver should be accompanied by another responsible adult to supervise the casualty. A taxi may also be used if appropriate.

#### Hazardous Substances:

- If the accident involves a hazardous substance, relevant Material Safety Data Sheets (MSDS) must be made available to the emergency responders.

#### Restocking Supplies:

- First Aiders must notify the Health and Safety Office to replenish used items in their first aid kits.

### **First Aid - Illness Procedure**

#### Students:

- If a student becomes unwell during the school day, a First Aider or responsible adult will assess whether the student can remain at school.
- If the student needs to go home, arrangements will be made to care for them until a parent/guardian can collect them.

#### Staff:

- If a staff member becomes unwell and needs to leave, a First Aider will assess whether they can leave without assistance and by what means.
- The staff member or First Aider will notify the line manager immediately, and cover will be arranged as necessary.

### **Dealing with Body Fluids**

When handling body fluids such as blood, vomit, urine, or excreta, staff must take precautions to avoid infection:

- Cover any cuts or abrasions with waterproof plasters.
- Wear disposable latex/nitrile gloves and a plastic apron.
- Use disposable cloths and a detergent solution with hot water for general spills. Dispose of cloths, gloves, and aprons in a yellow plastic bag, then place the bag in a sanitary bin.
- For blood spills:
  - Cover the area with paper towels to absorb as much as possible and dispose of them in a yellow bag.

- Clean the area with haz-tab granules or a chlorine solution, using the biohazard spill kit as per instructions. Scoop up residue and dispose of it in the yellow bag.
- If staff suspect contact with body fluids from someone with a potential blood-borne infection (e.g., Hepatitis B, Hepatitis C, or HIV), they must seek medical advice immediately.

## **Hand Tool Safety**

The school is committed to ensuring the safe use of hand tools in compliance with the Provision and Use of Work Equipment Regulations (PUWER). These regulations require that all work equipment, including hand tools, meets the following standards:

- Tools must be appropriate for their intended use and the tasks they are designed to perform.
- Tools must be safe for use, maintained in a safe condition, and inspected as necessary to ensure continued safety.
- Tools must only be used by individuals who have received adequate information, instruction, and training.
- Tools must include appropriate safety measures, such as protective devices, clear markings, and visible warnings where applicable.

Hand tools fall under the scope of PUWER, and their safe use, selection, and maintenance are subject to specific safety precautions. These include:

- **Inspection and Maintenance:** Hand tools must be regularly inspected to ensure they remain safe for use. Any damaged or defective tools must be removed from service immediately.
- **Training:** Users must be provided with adequate training and instruction on the proper use of hand tools, including safe handling techniques.
- **Markings and Warnings:** Tools must have appropriate safety markings and warnings to guide safe use.

Comprehensive guidance on the selection, use, and maintenance of hand tools can be found in the Provision and Use of Work Equipment Procedure in Unit 2 of this Health and Safety Policy.

## **Health Surveillance**

The school is committed to meeting its obligations under Regulation 11 of the Control of Substances Hazardous to Health Regulations (COSHH) 2002, as amended in 2004. The school will ensure that appropriate health surveillance is provided to protect employees from potential harm caused by exposure to hazardous substances.

To comply with legal requirements, the school will:

- Provide regular health surveillance to employees exposed to substances that are known to potentially cause disease or health issues.
- Offer health surveillance to any employee suffering from an illness or infection suspected to be caused by workplace exposure to hazardous substances.
- Ensure that health surveillance is conducted by a qualified employment medical advisor or appointed doctor.
- For ongoing surveillance, checks will be conducted at intervals of no more than twelve months.
- Maintain detailed health surveillance records for a minimum of 40 years.
- If the School ceases trading, all records will be offered to the Health and Safety Executive (HSE) as required by law.

## **Hot Drinks**

### **Hot Drinks Policy - Classrooms and School Grounds**

The school is committed to ensuring the safety of all students, staff, and visitors by eliminating the risk of burns and scalds caused by hot drinks. This policy aims to:

- Identify and recognise potential dangers associated with hot drinks in classrooms and school grounds.
- Take appropriate actions to avoid or remove hazards.
- Eliminate risks where possible and reduce the likelihood of accidents or injuries.

### **Policy Statement**

- All staff, visitors, students, and volunteers must adhere to the Hot Drinks Policy.
- Hot drinks in open-top mugs may only be consumed in staff rooms where students are not permitted.
- Students are not allowed to have hot drinks in classrooms or outdoor areas unless part of a supervised food technology lesson or a specific risk assessment has been completed.
- Any hot drinks taken out of staff rooms into classrooms must be in sealed drinking cups or covered with a silicone lid.
- If a student enters a room where hot drinks are being consumed, every effort must be made to minimise potential risks.
- Hot drinks must not be left unattended in areas where students are present.
- Hot drinks or any liquids are strictly prohibited near electrical equipment to prevent accidents.
- Hot drinks are not permitted in playground areas to eliminate the risk of burns and scalds.
- Kettles are prohibited from classrooms and areas where students have access apart from the Food Technology room where a kettle may be used with the appropriate risk assessment

## **Housekeeping**

Effective housekeeping is essential to maintaining a safe and healthy working environment. The school is committed to implementing and adhering to proper housekeeping procedures to minimise hazards, ensure cleanliness, and promote safety for all staff, students, and visitors.

Details of the School's housekeeping procedures, including guidance on maintaining cleanliness, organising workspaces, and managing waste, can be found in the Workplace Environment section below.

## **Infection Control**

### **Introduction**

Standard Infection Control Precautions (SICPs) represent the standard of care and practices that must be consistently and diligently applied to minimise exposure to and transmission of microorganisms from both recognised and unrecognised sources.

SICPs are a fundamental component of infection control, reducing the risk of Healthcare-Associated Infections (HCIs) and protecting students, staff, and visitors. It is the individual responsibility of all staff to implement these precautions in their daily practices to minimise infection risks to themselves, colleagues, and students.

## **Key principles of Standard Precautions**

The following measures must be implemented to ensure effective infection control:

- Practice effective hand hygiene consistently, using appropriate handwashing techniques or hand sanitisers when applicable.
- Wear suitable PPE, such as gloves, aprons, and face masks, when handling blood, body fluids, or other substances hazardous to health.
- Treat all blood and body fluids as potentially infectious to minimise transmission risks.
- Use and dispose of sharps (e.g., needles) safely to prevent accidental injuries and contamination.
- Clean and manage care equipment (e.g., thermometers, stethoscopes) to prevent contamination with microorganisms.
- Promptly and effectively clean up blood and body fluid spillages to reduce infection risks.
- Dispose of clinical waste safely and in accordance with procedures outlined in the Clinical Waste Section.

Detailed procedures regarding Infection Control are available in Unit 2 of this Health and Safety Policy.

## **Kiln Safety**

The school is committed to ensuring the safe use of kilns in compliance with the Provision and Use of Work Equipment Regulations (PUWER). These regulations require that all work equipment, including kilns, are:

- Suitable for Use: Kilns must be appropriate for their intended purpose and tasks.
- Safe for Use: Kilns must be maintained in a safe condition through regular inspections and repairs as needed.
- Operated by Trained Personnel: Only individuals with adequate information, instruction, and training are permitted to operate kilns.
- Equipped with Protective Measures: Suitable protective devices, safety markings, and warnings must be in place to mitigate risks.

To comply with these requirements:

- Kilns will be regularly inspected to ensure they remain in a safe operating condition.
- Maintenance will be performed according to the manufacturer's recommendations and best practices.
- All operators will receive training on the safe use of kilns, including temperature control, material handling, and emergency procedures.
- Appropriate safety features, such as guards and warnings, will be used to prevent accidents.

Comprehensive details on the safe use, selection, and maintenance of kilns can be found in the Maintenance Provision and Use of Work Equipment section in Unit 2 of this Health and Safety Policy.

## **Ladders and Step Ladders**

The safe use of ladders and step ladders is an essential aspect of workplace safety. Detailed advice and guidance, including proper handling, inspection, and use procedures, can be found in the Working at Heights section below.

## **Legionella**

Legionella can develop in any location where water is stored, including central heating tanks, water tanks, and shower heads. This bacteria causes Legionnaires' disease, a potentially life-threatening illness that primarily affects the lungs (pneumonia-like symptoms) but can also impact other organs.

Under the Health and Safety at Work etc. Act 1974 and in compliance with the Approved Code of Practice (ACoP L8, HSG 274), employers and those in control of premises, must take appropriate steps to ensure the health and safety of employees and others who may be affected by their activities, including managing the risk of legionella exposure.

### **Precautions and Procedures**

To prevent and manage the risk of legionella, the school will:

- Conduct periodic legionella risk assessments to identify potential hazards.
- Implement any necessary remedial works identified in the risk assessments to reduce or eliminate risks.
- Perform regular water quality sampling and legionella testing to monitor for bacterial presence.
- Maintain ongoing records of legionella monitoring and actions taken.

A copy of the schools in house Monthly Water Temperature Monitoring Form can be found in Unit 2 of this Health and Safety Policy.

## **Provision, and Use of Work Equipment**

### **Introduction**

The objective of this policy is to ensure that all equipment used at work is safe and does not pose health and safety risks, regardless of its age, condition or origin. In compliance with the Provision and Use of Work Equipment Regulations (PUWER), the school is required to:

- Ensure that work equipment is suitable for its intended use.
- Maintain work equipment in a safe condition, inspecting it when necessary to ensure continued safety.
- Restrict use of equipment to individuals who have received adequate information, instruction, and training.
- Equip work equipment with suitable safety measures such as protective devices, markings, and warnings.

### **Definition of Work Equipment**

Work equipment encompasses a wide range of items, including:

- Simple tools (e.g., hammers, knives, drills).
- Complex machinery (e.g., photocopiers, floor polishers, lifting equipment).
- Complete installations (e.g., conveyor systems, fire sprinkler systems, scaffolding).

**Vehicles:** Privately owned cars are not classified as work equipment. However, vehicles not privately owned and used at work fall under this policy if used on private roads. These vehicles must also comply with road traffic legislation (e.g., valid MOT certification).

**Employee-Owned Equipment:** Any work equipment provided by employees must meet PUWER standards; otherwise, it will not be authorised for use.

The definition applies to all new, second-hand, and existing work equipment.

## **Scope**

This policy applies to:

- School Employees: Those responsible for purchasing or approving work equipment for School use.
- Managers and Supervisors: Those overseeing the provision and use of work equipment and ensuring employees are appropriately trained and supervised.
- Third-Party Equipment: When employees are required to use work equipment owned or leased by third parties, the line manager must ensure it is safe and complies with this policy.

## **Purchasing New Equipment**

To ensure compliance:

- Equipment (new or second-hand) must comply with UK legislation and EU directives.
- A "Declaration of Conformity" must accompany the equipment.
- All purchases must be approved by the Management Group.
- Considerations Before Purchase:
  - Installation, use, and maintenance requirements.
  - Training needs for operators and supervisors.
  - Manufacturer-provided installation, usage, and maintenance instructions.

## **Existing Work Equipment**

Existing work equipment must be assessed for compliance under PUWER, considering additional risks such as:

- Manual handling.
- Hazardous substances.
- Electric shock.
- Noise.

## **Responsibilities**

- The Health and Safety Officer are responsible for ensuring assessments are completed, even when third-party service agreements exist.
- Identified non-compliance must be rectified within a reasonable timeframe based on risk severity.

## **Record Keeping**

- Risk assessment records must be maintained by the responsible individual or through third-party agreements.
- Controls identified in assessments will be incorporated into operating procedures and training.
- The Health and Safety Officer will regularly monitor these controls.

## **Monitoring and Audit**

- The Health and Safety Officer will verify that all work equipment is assessed, and records are maintained.
- The Health and Safety Officer will conduct an annual audit of compliance with this policy, reporting any non-conformance to the Management Group.
- Specific guidance on the use of kilns, hand tools, powered tools, and abrasive wheels is provided in Unit 2 of this Health and Safety Policy.

## **Manual Handling and Lifting**

The school is committed to ensuring the health and safety of all employees by complying with the requirements of the Manual Handling Operations Regulations (MHO) 1992, as amended in 2002. To meet its obligations, the school will:

- Conduct suitable risk assessments to determine whether manual handling tasks can be avoided, automated, or mechanised.
- Where manual handling cannot be avoided, undertake a detailed risk assessment considering the task, load, environment, and individual capability.
- As far as is reasonably practicable, eliminate hazards associated with manual handling activities. Where elimination is not possible, risks will be reduced to the lowest practicable level.
- Provide specific training, information, and instruction for employees engaged in manual handling tasks, ensuring they have the knowledge and skills to carry out their duties safely.

## **Risk Assessments**

Manual handling operations will be identified, and where necessary, risk assessments will be conducted and recorded under the following four main headings:

- Load: Characteristics and handling requirements of the item.
- Task: The nature and demands of the task being performed.
- Individual: The physical capability of the person handling the load.
- Environment: The conditions under which the task is performed, such as space, temperature, and lighting.

## **Employee Responsibilities**

- Employees must report any health conditions that may affect their ability to lift safely.
- Employees are required to cooperate with the school's manual handling procedures and follow the provided guidance and training.

Full details of the School's Manual Handling and Risk Assessment Procedures can be found in Unit 2 of this Health and Safety Policy.

## **Martyn's Law (The Protect Duty)**

### **Introduction**

Martyn's Law (the Protect Duty) is legislation aimed at enhancing security in public spaces to prevent terrorist attacks and ensure public safety. Named in memory of Martyn Hett, who tragically lost his life in the Manchester Arena bombing, the law emphasises the need for systematic security measures to protect public spaces.

This policy outlines our commitment to compliance with Martyn's Law, detailing roles, responsibilities, and measures to secure our premises and protect staff, visitors, and the general public.

This policy applies to all publicly accessible locations managed by the organisation, including employees, contractors, and visitors.

## **Definitions**

- Martyn's Law (Protect Duty) - Legislation requiring certain venues to assess and mitigate the risk of terrorist threats through practical security measures.
- Publicly Accessible Locations (PALs) - Spaces where the public can gather freely, including hospitality venues, educational institutions, retail locations, and public transport hubs.
- Security Risk Assessment - A systematic evaluation of potential risks to identify vulnerabilities and implement mitigation strategies.
- Terrorist Threats - Activities or risks associated with terrorism, including attacks with explosives, vehicles, weapons, or other forms of violence.
- Protect Duty Compliance Officer (PDCO) - The appointed individual responsible for ensuring compliance with Martyn's Law, conducting risk assessments and coordinating security measures.

## **Responsibilities**

- Senior Management
  - Ensure compliance with Martyn's Law.
  - Approve budgets for security measures and risk assessments.
  - Appoint a Protect Duty Compliance Officer (PDCO) to oversee security measures.
  - Foster collaboration with law enforcement and counterterrorism advisors.
- Protect Duty Compliance Officer (PDCO)
  - Conduct and maintain security risk assessments.
  - Implement and monitor security policies and procedures.
  - Liaise with law enforcement and counterterrorism authorities.
  - Regularly review and update security measures and training programmes.
- Site Managers
  - Ensure venue-specific compliance and employees' adherence to security protocols.
  - Conduct regular inspections and report findings to the Protect Duty Compliance Officer.
  - Facilitate emergency drills and training.
- All Employees
  - Participate in security training programs.
  - Report suspicious activities or security concerns immediately.
  - Adhere to emergency evacuation and lockdown procedures.
- Contractors and Third Parties
  - Comply with site specific security protocols.
  - Report any safety concerns to the Site Manager or the Protect Duty Compliance Officer.

## **Training**



### **Mandatory Training Programs**

- All employees must complete initial training on Martyn's Law and annual refresher courses. This will include:
  - Recognising and reporting suspicious behaviour.
  - Understanding evacuation and lockdown procedures
  - Basic counter terrorism awareness, including identifying potential threats.

### **Specialised Training**

- Managers must undergo training in risk assessment and threat management regularly.

### **Training Evaluations**

- Employees' understanding of training content will be evaluated through assessment or practical drills.

### **Record Keeping**

- Records of training attendance and completion will be maintained for audit purposes.

## **Non-Compliance**

### **Internal Reporting Violations**

- All breaches of this policy must be reported to the Protect Duty Compliance Officer.

### **Disciplinary Actions**

- Non-compliance by employees may result in disciplinary measures, up to and including termination of employment.

### **External Parties**

- Contractors or third parties failing to adhere to security protocols may face contract termination or legal action.

### **Incident Escalation**

- Serious violations must be escalated to the Protect Duty Compliance Officer, Senior Management and, if necessary, reported to local authorities.

This policy will be reviewed annually or following changes in legislation, organisational structure, or significant incidents. Feedback from employees, security personnel, and external advisors will be incorporated during reviews. Clear records of policy revisions, including dates and changes made will be maintained

By adhering to this policy and procedure, we demonstrate our commitment to creating safe and secure environments in compliance with Martyn's Law, safeguarding our venues and everyone who uses them.

Full details of the School's Terrorist Threats and Martyn's Law Procedure can be found in Unit 2 of this Health and Safety Policy.

## **Mobile Work Equipment**

### **Definition**

Mobile Work Equipment (MWE) refers to any equipment that performs work while travelling or moves between locations where it is used for work. MWE typically includes equipment mounted on wheels, track rollers or skids and may be self-propelled or towed.

### **Additional Requirements**

To ensure the safe operation of MWE, the following requirements must be met:

**Suitable Seating/Work Platform:**

If people are carried on the equipment, it must be designed for this purpose and include appropriate seating or work platforms for operators and passengers.

**Falling Object Protection:**

Equipment must have a protective cage or be robust enough to shield the operator from falling objects or materials.

**Restraining System:**

If there is a risk of the operator being ejected, crushed, or injured during sudden stops or collisions, a restraining system must be installed and used. This is typically a seat belt but may also be integrated into the seat design.

**Roll-over Protection System:**

Equipment at risk of roll-over must have a suitable roll-over protection system, such as a roll-over bar or counterbalance weights. For forklifts, if the mast prevents roll-over, additional protection may not be required.

**Unauthorised Start-up:**

Systems must be in place to prevent unauthorised start-ups. A key accessible only to authorised personnel is a common solution.

**Equipment Lighting:**

Equipment used in low-light or dark conditions must have adequate lighting fitted to ensure safe operation.

**Fire Extinguishers:**

If escape from the MWE is difficult, suitable fire extinguishers must be provided and easily accessible.

**Statutory Inspection and Testing:**

Depending on the type of MWE, statutory inspections and testing may be required to ensure compliance and safety.

## **Noise at work**

The school is committed to complying with the Control of Noise at Work Regulations 2005 to eliminate or reduce the risk of hearing damage among employees to the lowest practicable level. Where it is not feasible to reduce the noise levels below legislative limits through process adjustments, the school will provide and ensure the use of suitable hearing protection.

### **Provision and Use of Hearing Protectors**

- **Mandatory Use:** Employees issued with hearing protection must wear it whenever noise exposure exceeds action levels.
- **Recommended Use:** For noise levels below the action levels, hearing protection is not a legal requirement but is recommended as a precautionary measure to protect against potential harm.
- Employees required to wear hearing protection will be trained in the proper use and care of ear defenders or earplugs.
- The school will ensure that hearing protection is maintained in good working condition to provide consistent protection.

### **Action Levels and Exposure Limits**

The Control of Noise at Work Regulations 2005, effective from 6th April 2006, specify the following action levels and exposure limits:

- Lower Exposure Action Values (LAV):
  - Daily or weekly noise exposure of 80 dB(A).
  - Peak sound pressure of 135 dB(C).
- Upper Exposure Action Values (UAV):
  - Daily or weekly noise exposure of 85 dB(A).
- Exposure Limit Values (ELV):
  - Daily or weekly noise exposure of 87 dB(A).
  - Peak sound pressure of 137 dB(C).

### **Guidelines for Noise Assessment**

If an employee has difficulty being understood by others at a distance of approximately two metres due to localised noise, the school will undertake a Noise Assessment to determine the need for further action. Upon identifying excessive noise levels, the Health and Safety Officer will:

- Assess Noise Levels: Evaluate the noise exposure to determine whether it exceeds action levels.
- Inform Employees: Keep employees informed of findings and potential risks.
- Reduce Noise Exposure: Implement measures to reduce noise as far as reasonably practicable.
- Provide Hearing Protection: Supply suitable hearing protection when action levels are exceeded.
- Periodic Reviews: Regularly review noise exposure and the effectiveness of implemented measures.

Comprehensive details of the school's procedures for controlling of noise at work can be found in Unit 2 of this Health and Safety Policy.

### **Office Safety**

Although the office environment is generally less hazardous than other workplaces, the school is committed to maintaining a safe and incident-free environment. To achieve this, regular housekeeping audits will be conducted by the Health and Safety Officer in collaboration with administration staff. The findings from these audits will be treated with priority, and any identified remedial actions will be implemented promptly.

### **Key Responsibilities and Guidelines**

- All employees must ensure that their work areas are kept tidy and free from hazards to help the school meet its health and safety obligations.
- Employees must familiarise themselves with health and safety posters, instructions, and other information relating to office safety displayed in their workspace.
- Equipment such as photocopiers and guillotines must be used strictly in accordance with the manufacturer's instructions.
- Any fault, accident, or dangerous occurrence must be reported immediately to the relevant Coordinator for appropriate action.
- Faults or equipment defects should also be reported via email to [maintenance@philpotsmanorschool.co.uk](mailto:maintenance@philpotsmanorschool.co.uk) for resolution.

Full details of the school's office safety procedures can be found in Unit 2 of this Health and Safety Policy.

## **Out-of-Hours and Lone Working**

On occasion, employees may be required to work alone on school premises, travel or work away from the school. While lone workers face the same hazards as other employees, the absence of immediate support can increase the potential for harm.

### **Hazards Associated with Lone Working**

Lone workers may encounter the following risks:

- Accidents or emergencies without access to immediate assistance or first aid.
- Fire incidents.
- Inadequate rest, hygiene, or welfare facilities.
- Violence or abuse from non-employees.
- Theft or intruders.
- Inability to summon help or support.
- Manual handling incidents.
- Sudden illness.

While employees are responsible for taking reasonable care of their own safety, it is the school's duty to organise and control working patterns, implement safe systems of work, and conduct thorough risk assessments to mitigate risks.

### **Safe Systems of Work**

The school will implement the following measures for safe out-of-hours and lone working:

- A risk assessment will be conducted for the work environment and tasks to determine potential hazards.
- If risks cannot be adequately controlled, lone working will not be permitted.
- During normal working hours, tasks requiring lone working must receive prior approval from line managers, considering the individual's health and the nature of the task.
- For work outside normal hours, approval will be granted only for specific occasions.
- All out-of-hours and lone working must be formally notified to and authorised by a line manager.
- The Caretaker must be informed of the employee's whereabouts to monitor their safety and respond in emergencies.
- Ensure the work area is safe, tidy, and accessible.
- Equipment (e.g., machinery, hand tools, steps) must be in safe working order.
- Employees must be trained, competent, and familiar with safe working procedures for the task. Improvisation or shortcuts are prohibited.
- Arrangements must be in place for periodic checks, particularly for higher-risk activities.
- Tasks involving significant hazards or equipment (e.g., working at height) will require a second employee present or will not be permitted during lone working.
- Employees must take care when traveling after dark or in remote areas and remain vigilant when using public transport late at night.

- Notify reception or the Caretaker when leaving the premises.

### **Additional Guidance**

Prohibited Activities: Working at height is strictly prohibited for lone workers.

Emergency Preparedness: Employees must know how to summon help and use any control measures or equipment provided.

A copy of the School's Lone Working Risk Assessment Form can be found in Unit 2 of this Health and Safety Policy.

### **Permits to Work**

The school is committed to implementing a safe system of work for all work activities. To ensure safety, the following key steps must be followed:

- Proper planning of all work activities to minimise risks.
- Use of suitable, well-maintained equipment appropriate for the task.
- Provision of trained and competent staff to perform tasks safely.
- Supervision by trained and authorised personnel with the authority to control work activities.
- Availability of required equipment test certificates and relevant documentation.
- Ensure unauthorised personnel cannot access or use work equipment.
- Safeguard individuals involved in or affected by work activities.

Safe systems of work must be effectively communicated to all relevant parties, including contractors, in accordance with the School's Health and Safety Policy.

### **Permit to Work Systems**

Permit to Work Systems are designed to ensure that all safety measures identified during work planning are properly implemented. These systems rely on specially designed forms that can only be issued by authorised personnel for a specified duration. The following principles guide the Permit to Work process:

- Isolation: Equipment and plant must be securely and adequately isolated from power and services.
- Residual Hazards: Any remaining hazards must be identified, controlled, and understood by all parties.
- Identification: Equipment and workplaces must be clearly identified to prevent confusion.
- Prevention of Changes: Changes to the intent or scope of work are strictly prohibited without proper authorisation.
- Clear Instructions: Instructions must be clear, written, and double-checked for accuracy.
- Recommissioning: Equipment and workplaces can only be recommissioned once all maintenance and production staff are confirmed safe.

The school has developed specific Permit to Work documentation for the following activities:

- Electrical Work.
- Entry into Confined Spaces.
- General Work.
- Hot Work.

- Roof Work.
- Working at Height.

Examples of all Permit to Work forms can be found in Unit 2 of this Health and Safety Policy.

## **Personal Protective Equipment**

The school is committed to complying with the Personal Protective Equipment at Work Regulations 1992 (PPER 1992), as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022), by assessing risks in the workplace and providing appropriate PPE where necessary. PPE will be supplied without cost to employees and used as a last resort where risks cannot be adequately controlled by other measures such as engineering controls, management solutions, or safe systems of work.

### **1. Assessments and Issue of PPE**

Before issuing any PPE the School will:

- Conduct a suitable and sufficient risk assessment to identify hazards not mitigated by other means.
- Periodically review assessments to account for changes in work practices or risks.
- Ensure that PPE is compatible with other protective equipment and bears the 'CE' or 'UKCA' marks to confirm compliance with standards.

PPE will be properly maintained, kept in good working order, and hygienically stored when not in use. Employees must use PPE as specified under the PPE at Work Regulations.

### **2. Information, Instruction and Training**

The school will provide employees with adequate information, instruction, and training to ensure the proper use and maintenance of PPE. This will include:

- The risks that PPE is designed to avoid or limit.
- The purpose and correct use of PPE.
- Instructions on maintaining PPE to ensure it remains in efficient working order.
- Guidance on the correct way to wear PPE.
- Procedures for proper storage and upkeep.

### **3. Storage**

To prevent loss, damage, or degradation, suitable storage facilities will be provided for PPE. Examples include:

- Pegs for helmets.
- Lockers for clothing.
- Cases for safety glasses.

Storage areas will protect PPE from adverse conditions such as damp, cold, or bright sunlight.

### **4. Line Managers' Responsibilities**

Line managers are responsible for ensuring the effective use of PPE by:

- Conducting regular compliance checks to confirm that employees are wearing and using PPE correctly.
- Monitoring the condition of PPE and addressing any issues promptly.

## **5. Users' Responsibility**

Employees issued with PPE must:

- Make full and proper use of the equipment.
- Return PPE to its designated storage facility after use.
- Report any faults, wear, or malfunctions immediately to their line manager.

Detailed procedures regarding the supply, use, and maintenance of PPE can be found in Unit 2 of this Health and Safety Policy.

## **Personal Safety**

The school acknowledges the potential risks to employees' personal safety in the workplace. While the evidence suggests that the likelihood of violence or threats of violence is low, the school is committed to minimising these risks as far as is reasonably practicable, in accordance with its legislative obligations and common law duty of care.

The school recognises that fostering a safe and supportive working environment benefits both employees and the delivery of effective services. To this end, the school is dedicated to taking reasonable steps to create a secure environment that supports and protects employees, respects their dignity, and upholds mutual respect.

## **Principles of Personal Safety**

The school holds the principle that violence in all its forms is unacceptable. This includes but is not limited to:

- Physical violence.
- Threats of violence.
- Aggressive or abusive behaviour.
- Harassment or bullying.
- Other persistent antisocial behaviour.

## **Objectives of Personal Safety Procedures**

The school has implemented procedures to eliminate or minimise risks to employees' personal safety. These procedures aim to:

Create a Safer Working Environment:

- Establish and maintain a workplace that is as free from threats of violence as reasonably practicable.

Support Employees:

- Provide appropriate support to employees involved in incidents of violence or aggression.

Record and Report Incidents:

- Ensure that all instances of violence or aggression are documented and reported to facilitate continuous improvement.

## **Risk Assessment**

A thorough risk assessment will be conducted by appropriate personnel to identify and address potential threats to personal safety. The assessment will consider:

- The Individual: Specific risks related to employees' roles or circumstances.

- The Location: Environmental factors that may contribute to risks.
- The Activities: Tasks or duties that may expose employees to heightened risks.
- Existing Controls: Current measures in place to protect employees.
- Additional Measures: Identification of further steps to reduce risks to an acceptable level.

Full details of the school's procedures regarding personal safety can be found in Unit 2 of this Health and Safety Policy.

## **Risk Assessment**

The school is committed to ensuring the safety of its employees, students, and visitors by identifying and managing workplace hazards. Risk assessments will be conducted to eliminate hazards or implement remedial actions to reduce risks to the lowest practicable level. Where required, safe working procedures will be developed and shared with relevant personnel.

In conducting risk assessments, the school follows the Health and Safety Executive's (HSE) 5-Step Approach:

1. Identify the Hazards
2. Decide Who Might Be Harmed and How
3. Evaluate the Risks and Decide on Precautions
4. Record the Findings and Implement Them
5. Review the Assessment and Revise if Necessary

### **1. Identifying Hazards**

The school will identify hazards using the following methods:

- Consultation: Engaging staff and conducting workplace inspections.
- Job Analysis: Evaluating tasks to uncover potential risks.
- Scenario Planning: Using a "what if" approach to anticipate hazards.
- Regulatory Compliance: Reviewing relevant Acts and Regulations applicable to the workplace.

Additional sources, such as manufacturers' instructions, accident records, and health records, will also be utilised to identify potential risks.

### **2. Who Might be Harmed?**

The risk assessment process will consider all individuals who may be impacted, including but not limited to:

- Employees: Teachers, wellbeing staff, kitchen staff, admin staff, maintenance workers, cleaners, and grounds staff.
- Non-employees: Contractors, visitors, clients, operators, members of the public, and those sharing the workplace.

Particular attention will be given to:

- Children and young persons (under 18).
- Expectant and new mothers.
- Employees with disabilities.
- Inexperienced employees.



- Lone workers.

### **3. Evaluating the Risks**

Existing precautions will be evaluated to determine whether they:

- Comply with legislation and industry standards.
- Represent good practice and reduce risk as far as reasonably practicable.

If precautions are deemed inadequate, additional measures will be identified, including:

- Providing adequate information, instruction, or training.
- Implementing appropriate systems or procedures.

An action list will be created to address any identified gaps.

### **4. Recording the Findings**

The school will maintain:

- Proper checks were conducted.
- Individuals affected were identified.
- Significant hazards were addressed.
- Precautions taken are reasonable and effectively reduce risk.

These records will be retained for future reference and may be required during inspections or legal proceedings.

### **5. Review and Revision**

Risk assessments will be reviewed and revised if there are significant changes in:

- Working practices: Introduction of new machinery, substances, or tasks.
- Personnel: Employment of new employees or contractors.
- Incidents: Following an accident or near-miss to ensure ongoing suitability.

Minor, trivial changes will not prompt amendments; only significant changes will warrant updates.

### **General Guidelines**

Risk assessments will be:

- Suitable and sufficient: Addressing significant risks for both employees and non-employees, including contractors and the public.
- Comprehensive: Covering generic and task-specific risks.
- Detailed: Recording significant findings, including:
  - Hazards and associated risks.
  - Preventative and control measures already in place.
  - Additional measures required to further reduce or eliminate risks.

Full details of the school's risk assessment procedures, forms and guidance are available in Unit 2 of this Health and Safety Policy.

### **Safe Systems of Work**

Safe Systems of Work (SSoW) are formal, documented procedures developed after systematically examining tasks to identify hazards and define safe methods of working.

These systems are designed to minimise the risk of injury or ill health by implementing all practical control measures identified during the risk assessment process.

The school is committed to developing Safe Systems of Work for activities where task-specific hazards have been identified.

### **Development of Safe Systems of Work**

Safe Systems of Work will:

- Be developed for tasks where hazards pose a significant risk.
- Define clear and practical methods for completing tasks safely.
- Incorporate all control measures identified through risk assessments.

### **Employee Awareness and Compliance**

- All Safe Systems of Work will be communicated to relevant employees.
- Employees must read, understand, and agree to follow the documented procedures.
- Each employee will sign a declaration confirming their understanding and agreement to comply with the Safe System of Work.

### **Review and Monitoring**

- Safe Systems of Work will be reviewed annually to ensure they remain effective and relevant.
- Regular monitoring will be conducted to identify improvements and ensure compliance.

An example of a completed Safe System of Work can be found in Unit 2 of this Health and Safety Policy.

### **Safety Signs**

The school is committed to complying with relevant legislation to ensure the proper use, display, and maintenance of safety signs and information to safeguard employees, students, and visitors.

#### **1. Health and Safety (Information for Employees) Regulations 1989**

Under this regulation, the school will:

- Provide information to employees regarding their duties and responsibilities under health and safety law.
- Display a Health and Safety Law poster in each building or distribute a detailed leaflet to all employees, ensuring compliance with the Regulations.

#### **2. Employers' Liability (Compulsory Insurance) Act**

The school will:

- Take out and maintain approved insurance policies with authorised insurers to cover liability for bodily injury or disease sustained by employees during their employment.
- Display a current Certificate of Employers' Liability Insurance in a prominent location at each workplace for employees' information.

#### **3. Health and Safety (Safety Signs and Signals) Regulations 1996**

The school ensures all safety signs comply with these Regulations, covering requirements for:

- Emergency Escape Signs
- Fire-Fighting Signs
- Container and Pipe Identification
- Fire-Fighting Equipment Location
- Obstacle and Traffic Route Signs
- Illuminated Signs
- Acoustic Signals
- Verbal and Hand Signals

Periodic Inspections will be conducted to ensure all signs are maintained to the required standards.

The types of signs specified are as follows:

SIGNBOARDS COMPLYING WITH THE HEALTH & SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS 1996		
Purpose	Shape & Colour	Example
Prohibition Must not do	Round  Black pictogram on white background with red edging and diagonal line	
Warning	Triangular  Black pictogram on a yellow background with black edging	
Mandatory Must do	Round  White pictogram on a blue background	
Safe Condition Emergency escape or First aid	Rectangular or square  White pictogram on a green background	 
Fire fighting	Rectangular or square  White pictogram on a red background	

## Scaffolds

The school is committed to ensuring that all scaffolding used on-site is provided, erected, and maintained in a safe and compliant manner. Scaffolding will be managed in accordance with the Work at Height Regulations 2005 and industry best practices.

Detailed advice and guidance on the provision and use of scaffolding are included in the Working at Heights section of this Health and Safety Policy. Key considerations include:

- Scaffolds must be erected, modified, and dismantled only by individuals holding relevant qualifications (e.g., CISRS cardholders) or under the direct supervision of a competent person.
- Scaffolding must be planned and designed to meet the specific requirements of the task, taking into account load-bearing limits and access needs.
- Scaffolding must be inspected:
  - Before first use.
  - After any modification, exposure to adverse weather, or period of disuse.
  - At intervals not exceeding seven days.
- Inspections must be conducted by a competent person, with records maintained for reference.
- Employees and contractors must adhere to safe systems of work when using scaffolds, including the proper use of access points, guardrails, and toe boards.
- Unauthorised access to scaffolds is strictly prohibited.

Advice and guidance regarding the safe provision and use of scaffolding are covered in the Working at Heights section below.

## **Smoking**

This policy has been developed to protect employees, students and visitors from exposure to second-hand smoke and to ensure compliance with the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

It is both the policy of the school and a legal requirement that all workplaces remain smoke-free. This policy applies to all employees, volunteers, consultants, contractors, customers, visitors, and members of the public while on school premises or in school vehicles.

## **Policy Details**

- Smoking is prohibited in all areas within the school's boundaries, including both enclosed and open spaces. Any employee, volunteer, consultant, contractor, customer, visitor, or member of the public who wishes to smoke must do so off of school premises.
- Smoking is also prohibited in school vehicles at all times.
- This policy applies to all forms of smoking, including cigarettes, cigars, pipes, e-cigarettes, and vaping devices.
- No designated smoking areas are provided on School premises.
- All employees, consultants, and contractors will be informed of this policy and their role in its implementation during recruitment and induction.
- Visitors and members of the public must also comply with the policy.
- The School Caretaker will ensure that clear, legally compliant 'No Smoking' signs are displayed at entrances, within the premises, and inside vehicles.
- Smoking is prohibited in the presence of children or at any time when staff are responsible for children, during school hours or otherwise.

## **Non-Compliance**

- Employees: Non-compliance with this policy will result in disciplinary action in accordance with the school's disciplinary procedures.
- Visitors or Contractors: Any individuals not adhering to the smoke-free policy may be asked to leave the premises immediately.

Non-compliance with smoke-free laws may result in fixed penalty fines or criminal prosecution.

## **Commitment to a Smoke-Free Environment**

The school will:

- Maintain a smoke-free environment for the benefit of all.
- Display appropriate 'No Smoking' signs.
- Take reasonable steps to inform staff, students, and visitors that the premises and vehicles are legally required to be smoke-free.
- Support employees in quitting or reducing smoking and discourage non-smokers from starting.

## **Help to Stop Smoking**

The school encourages staff and visitors to take advantage of the NHS Stop Smoking Services, which offer free support to help smokers quit.

- Visit: [gosmokefree.co.uk](http://gosmokefree.co.uk)
- Call: NHS Smoking Helpline at 0800 169 0 169
- Text: 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

## **Stress Policy**

The school is committed to safeguarding the health, safety, and welfare of all employees. Recognising that workplace stress is a significant health and safety issue, the school prioritises identifying and mitigating workplace stressors wherever reasonably practicable, particularly within the context of a special needs school for children and young people with emotional and behavioural difficulties.

The school acknowledges its responsibility to prevent and manage work-related stress effectively while fostering a supportive environment. This policy applies to all employees, with line managers responsible for its implementation and the school providing the necessary resources.

## **Scope of the Policy**

While the School cannot address all potential stressors - especially those originating outside the workplace, such as domestic issues or financial pressures - it is committed to preventing and addressing work-related stress to the extent possible.

## **Definition of Stress**

According to the Health and Safety Executive (HSE):

Stress is "the adverse reaction people have to excessive pressure or other types of demand placed on them."

This definition distinguishes pressure, which can be positive when managed effectively, from stress, which negatively impacts health.

## **Objectives of the Stress Policy**

The school aims to create an organisational culture that prioritises employee well-being and takes stress-related issues seriously. To achieve this, the school commits to:

- Taking all practicable steps to reduce stress caused by work practices, excessive workloads, or interpersonal conflicts.
- Acting promptly to mitigate the effects of work-related stress when identified.
- Identifying workplace stressors and conducting regular risk assessments to eliminate or control stress-related risks.
- Engaging employees in discussions and decisions related to workplace stress prevention measures.
- Providing training to help staff understand and recognise the causes, nature, and management of work-related stress.
- Equipping line managers with skills to prevent or reduce workplace stress effectively.
- Offering confidential counselling services to employees experiencing stress, whether work-related or from external factors.
- Ensuring line managers have sufficient resources to implement the school's stress management strategies.

## **Responsibilities**

- Management Group: Responsible for supporting the prevention and management of workplace stress across all departments.
- Line Managers: Key to implementing this policy and supporting employees in stress prevention and mitigation.
- Employees: Encouraged to report stress-related concerns and actively engage in resolving workplace stressors.

## **Commitment to Employee Well-Being**

The school is committed to fostering a culture of care, acknowledging that while some pressures are unavoidable, prolonged stress is unacceptable and harmful. The organisation will act proactively to ensure a supportive and safe working environment.

Full details of the school's procedures for identifying and addressing stress are available in Unit 2 of this Health and Safety Policy.

## **Terrorist Threats**

### **Introduction**

The risk of terrorist attacks, including chemical or biological incidents, remains low compared to more common methods such as explosive devices or incendiary attacks. For an attack to occur, three elements are required:

- A vulnerable target.
- A capable attacker.
- The intent to carry out the attack.

The school aims to mitigate the risk of such attacks and, where prevention is not possible, to

minimise their impact on the safety of staff, students, and visitors. This must be balanced with maintaining day-to-day operations without imposing undue restrictions.

### **Public Access and Security Measures**

To enhance security, the school will:

- Evaluate the possibility of separating public access areas from restricted zones within the premises.
- Implement measures to make non-public areas secure without overly disrupting regular activities.

### **Package Bombs and Suspicious Parcels**

While postal bombs are less common, employees must remain vigilant and look out for suspicious packages. Indicators include:

- Postmark: Unfamiliar or foreign postmarks, or suspicious sender names/addresses.
- Handwriting: Unusual styles, particularly foreign.
- Stains: Marks on the package, potentially from sweating explosives.
- Smell: Odours like marzipan, almonds, fuel oil, or diesel, which could indicate explosives.
- Wires: Visible protrusions from seals.
- Sound: Rattling, ticking, or other noises emanating from the package.

If a suspicious package is identified, employees must immediately alert the Head of Education or Health and Safety Officer during school hours, or the Caretaker out of hours.

### **Telephone Bomb Threats**

Bomb threats via telephone are more common than physical packages. Employees must be prepared to handle such calls:

- Stay calm and listen carefully to the caller.
- Document exact words used, as they may contain critical information or coded messages.
- Leave the phone off the hook after the call ends to assist with potential call tracing.
- Alert the Head of Education or Health and Safety Officer during school hours, or the Caretaker if out of hours, immediately.

### **Protective Actions**

The two primary protective actions in response to a terrorist threat are:

- Evacuation:
  - Employees, students, and visitors must leave the area of actual or potential hazard immediately.
- Shelter-in-Place:
  - Remain indoors and take the following precautions:
  - Turn off air-conditioning and ventilation systems.
  - Close all windows and doors to limit potential exposure to harmful agents.

The school is committed to ensuring the safety of all individuals on its premises through preventive measures and clear response procedures.



Comprehensive procedures for identifying and responding to terrorist threats can be found in Unit 2 of this Health and Safety Policy.

## **Training**

Health and safety training is a fundamental requirement under the Management of Health and Safety at Work Regulations 1999. The school recognises that effective training is critical for employees to fully understand the hazards and risks associated with their duties and to learn how such risks can be mitigated or eliminated.

### **Induction Training**

- **Mentorship:** New staff members are assigned a mentor to guide them through the induction process:
  - Teachers: Mentored by the Head of Education.
  - Teaching Assistants: Mentored by the relevant Class Teacher.
  - Other Staff: Assigned an appropriate mentor based on their role.
- **Pre-Term Training:** Before the start of the September term, all new staff participate in:
  - An Induction Training Day to understand the ethos and expectations of the school.
  - A Seminar Day focusing on key areas such as:
    - Health and Safety.
    - Fire Safety.
    - Food Hygiene.
    - First Aid.
    - Child Protection.
- **Essential Information:** New staff are provided with an Induction Pack containing essential information.
  - Employees are expected to read the Staff Handbook, available on the Google Drive, and acknowledge this by signing a confirmation.
  - All employees must read the Health and Safety Policy and sign to confirm understanding.
- **Additional Support:**
  - Training modules may be delivered online through web-based platforms.
  - New staff are introduced to the local area, including transportation options and recreational facilities, where applicable.
- **Specific Training:**
  - All new employees receive Maybo training and an introduction to the School's Behaviour Management Policy, typically within the first few weeks of the autumn term.
  - New employees starting at other times of the year will complete this training as soon as practicable.
- A Health and Safety Induction Training Record is completed for every new employee, covering key roles such as Fire Marshals and First Aiders.

### **Ongoing Training**

- All staff participate in annual fire safety training.
- The school holds six Seminar Days annually, typically on the first day of each term or half-

term break. These days include mandatory training and are normal working days requiring full attendance.

- Refresher training is conducted at intervals appropriate to the subject matter to ensure skills remain up to date.

## **Training Plan**

The school has developed a Training Plan to identify and address the training needs of all staff, based on their job descriptions, responsibilities, and associated risks. The plan includes:

- Identifying health and safety skills required across the school using a skills matrix.
- Determining which staff members require specific skills based on their roles.
- Assessing current skill levels and identifying areas requiring further development or training.
- Addressing identified skills gaps through targeted training programs.

## **Documentation and Records**

Training records are maintained to ensure compliance and to support ongoing professional development. Examples of training forms, checklists, and documentation can be found in Unit 2 of this Health and Safety Policy.

## **Use of Abrasive Wheels**

The school is committed to ensuring the safe use of abrasive wheels in accordance with the Provision and Use of Work Equipment Regulations (PUWER). These regulations require that all work equipment, including abrasive wheels, is:

- Suitable for the intended use.
- Maintained in a safe condition.
- Regularly inspected to ensure it remains safe for use.
- Operated only by individuals who have received proper information, instruction, and training.
- Fitted with appropriate safety measures, such as protective devices, markings, and warnings.

## **Safety Precautions for Abrasive Wheels**

The use of abrasive wheels is subject to specific safety precautions to minimise the risk of injury or equipment failure. These precautions include:

- Abrasive wheels must be appropriate for the material and task at hand.
- Wheels and associated machinery must be kept in good working order and inspected regularly to identify wear, damage, or defects.
- Only trained and authorised personnel are permitted to use abrasive wheels. Training must include:
  - The safe use and handling of abrasive wheels.
  - Identification of hazards associated with their use.
  - Procedures for fitting, checking, and maintaining wheels.
- Guards must always be in place to prevent direct contact with the wheel or debris.
- Operators must wear suitable PPE, including eye protection, gloves, and respiratory protection where dust is generated.

- Abrasive wheels must be securely mounted before use.
- Operators must check for defects, such as cracks or chips, prior to starting work.
- Ensure the work area is clear of obstructions and bystanders.

## **Compliance and Documentation**

- All procedures for the safe use of abrasive wheels are outlined in the Maintenance Provision and Use of Work Equipment section in Unit 2 of this Health and Safety Policy.
- Training records and inspection logs for abrasive wheels will be maintained and regularly reviewed to ensure ongoing compliance.

## **Visitors Policy**

The school is committed to ensuring the safety and well-being of all visitors while on its premises. School employees are responsible for the health and safety of any visitors they invite onto the school's premises at all times.

## **Employee Responsibilities**

When arranging a visit, employees must ensure the following:

### **1. Before the Visit:**

- Confirm the date and time of the visit with the visitor and:
- Request proof of ID.
- Ascertain any special requirements or disabilities that require specific arrangements (e.g., ramps for wheelchair access, allocated parking, etc.).
- Determine the exact assistance needed, such as accessibility to disabled toilets on the ground floor.
- Provide the visitor with information about the building's layout and available facilities.
- Inform the reception of the visit details, including the visitor's name, time of arrival, and any specific arrangements required.

### **2. On the Day of the Visit:**

- Ensure reception informs you or a nominated colleague of the visitor's arrival.
- Attend reception promptly to:
  - Verify the visitor's ID.
  - Ensure the visitor signs in.
  - Issue a visitor's badge.
  - Escort the visitor to the designated area, highlighting:
    - Amenities available.
    - Health and safety procedures, including fire safety.
- Ensure the visitor is accompanied at all times during their visit.
- Ensure that visitors do not have unsupervised access to children unless they have undergone satisfactory checks by the Disclosure and Barring Service (DBS). This restriction applies to all visitors, including parents or relatives.
- In the event of a fire or emergency, escort the visitor to the assembly point and ensure they are accounted for until it is safe to reoccupy the building.

- If the visitor has an accident, notify a first aider and ensure an accident form is completed.
- Upon the visitor's departure:
  - Retrieve the visitor badge.
  - Ensure the visitor signs out at reception.

## **Reception Responsibilities**

When hosting visitors, reception staff must:

1. Before the Visit:
  - Be informed of the date, time, name of the visitor, their specific requirements, and their host.
  - If wheelchair access is required, request the completion of a Personal Emergency Evacuation Plan (PEEP) prior to the visit.
  - Notify the Fire Marshal responsible for the visitor's location about their attendance.
2. On the Day of the Visit:
  - Contact the host employee promptly upon the visitor's arrival.
  - Ensure the visitor:
    - Signs the Visitor's Book.
    - Is issued a visitor's badge.

## **Key Visitor Health and Safety Considerations**

Visitors must remain supervised at all times to ensure the safety of children and compliance with safeguarding regulations. All staff must ensure visitors are aware of:

- Emergency procedures.
- Health and safety measures relevant to their visit.

Disabled visitors requiring additional support must have prearranged accommodations, including PEEPs where necessary.

Detailed information and guidance on procedures for visitors from external organisations and additional health and safety considerations can be found in Unit 2 of this Health and Safety Policy.

## **Work Safe Policy**

The school is committed to ensuring a safe working environment for all employees and considers this a fundamental priority. To achieve this, the school requires all employees to be trained, competent, and compliant with measurable safety standards. The school does not tolerate any situation where employees are placed in conditions that could compromise their health, safety, or welfare.

Under this policy, employees have the unequivocal right to refuse to carry out any work-related duty they believe to be unsafe. If such a situation arises, employees must:

- Cease the activity immediately.
- Report the matter to their line manager without delay.

The reported issue will be assessed promptly, and employees will be kept informed throughout the decision-making process.

## **Action**

#### Reporting Unsafe Situations:

- Any employee perceiving a task or work environment as unsafe must stop work immediately and report the concern to their line manager.
- The employee will assist their line manager in conducting an initial appraisal and risk assessment of the situation.

#### Resolution Process:

- The line manager and employee will jointly determine whether additional control measures are required to reduce or eliminate risks.
- If the situation cannot be resolved at this stage, it will be escalated to the Health and Safety Officer for final assessment and resolution.
- No work will resume until all parties are satisfied that it is safe, taking into account any further control measures agreed upon.

#### Documentation:

All refusals to work under the Work Safe Policy must be formally documented, including:

- The nature of the perceived risk.
- The actions taken to assess and mitigate the risk.
- Any decisions made to ensure safe conditions.

#### Protection Against Repercussions:

- Employees invoking the Work Safe Policy in good faith will never face disciplinary action as a result.

#### Key Commitments:

- Ensuring that no employee is required to work in an unsafe environment.
- Promoting a culture where safety concerns are addressed promptly and effectively.
- Supporting employees in identifying and mitigating risks collaboratively.
- Maintaining accurate records of any incidents or decisions taken under this policy.

### **Working at Heights**

The school is committed to ensuring all work at height is conducted in strict compliance with the Working at Height Regulations. The primary consideration will always be to avoid working at height where possible. When such work cannot be avoided, every effort will be made to complete tasks from ground level. If working at height is essential, it will be conducted under a carefully designed safe system of work. Where appropriate, a Permit to Work system will be implemented to ensure safety.

### **Planning and Organisation**

The school will:

- Conduct a risk assessment to identify hazards associated with working at height.
- Implement appropriate remedial actions to mitigate identified risks.
- Plan the safest possible method for completing tasks at height based on the risk assessment.
- Provide suitable and appropriate work equipment to safely undertake the task.

- Supply personal protective equipment (PPE) where necessary.
- Ensure all personnel are competent to carry out work at height safely.
- Implement Permits to Work at Height when required to enhance control and oversight.

## **Training**

The school will:

- Provide employees with comprehensive working at height training, including task-specific conditions and risks.
- Train employees in the proper use of safety equipment and PPE, such as harnesses and safety nets.
- Clearly communicate safe working methods for specific tasks to all relevant employees.

## **Inspection**

The school will:

- Ensure all safety equipment, including harnesses, safety nets, ladders, and other relevant tools, undergo regular inspection by a competent person.
- Maintain all equipment in a safe and operational condition through routine maintenance checks.
- Record inspection results for monitoring and compliance purposes.

## **Contractors**

The school will ensure the following when engaging contractors for working at height:

- Only contractors who can provide verifiable evidence of competence will be appointed.
- Contractors will be required to submit a detailed method statement outlining their approach to the work.
- Permits to Work will be issued for tasks requiring additional safety oversight.
- All contractor activities will be monitored by the school's appointed representative.
- Where scaffolding is required, contractors must provide certification for its erection and inspection.

## **Additional Guidance**

The school provides detailed procedural advice and guidance for:

- Working and access platforms.
- Guardrails and toe boards.
- Scaffolds.
- Ladders and step ladders.
- Conducting Working at Height Risk Assessments.

This information can be found in Unit 2 of this Health and Safety Policy.

## **Workplace Environment**

Maintaining a high standard of housekeeping is essential for safety and the efficient functioning of

the school. All staff are responsible for upholding good housekeeping practices.

The Finance and Facilities Manager will oversee and manage:

- The provision of adequate systems and equipment.
- Maintenance, inspection, monitoring, and recording of housekeeping practices.

### **Staff Responsibilities**

- Follow established housekeeping practices.
- Conduct weekly visual inspections of their work areas.
- Report any issues to the Health and Safety Officer and record necessary rectifications in the Maintenance Book located in the Teachers' Room.

### **Key Areas of Provision**

Heating:

- Thermometers will be provided to monitor indoor temperatures.
- The school will aim to maintain a comfortable environment, ideally at 19°C in offices and school buildings.
- Space heating will be provided, and its maintenance ensured.
- All portable heating appliances will undergo Portable Appliance Testing (PAT) as per current regulations.
- During summer, efforts will be made to maintain comfortable temperatures using fans or other cooling measures.

Lighting:

- Adequate lighting will be provided, meeting the lux level requirements for each working area.
- Task lamps will be available where necessary, particularly for detailed or fine work.
- Emergency lighting systems will be regularly tested, with results recorded.

Sanitary Facilities:

- Sufficient toilets will be available in accessible locations.
- Sanitary disposal bins will be provided and maintained.
- Regular cleaning of facilities will be conducted.
- Dedicated toilet facilities will be available for disabled personnel and visitors.

Workstations:

- Each employee will have sufficient workspace.
- Suitable work equipment and software will be provided.
- Workstation assessments will be carried out, and training provided where necessary.

Resting Facilities:

- Dedicated rest facilities for pregnant or nursing employees will be provided.
- All areas will remain smoke-free.
- Facilities for making hot drinks and heating food, such as kettles and microwaves, will be available.
- An adequate supply of wholesome drinking water will be provided, with washing facilities nearby for non-disposable cups.

### Housekeeping Practices:

- Access corridors to fire exits and the exits themselves will be kept clear and unobstructed.
- Workstations and tables must remain tidy, with unused equipment stored appropriately.
- Objects stored in work areas must be arranged safely, with attention to weight, sharp edges, and spill risks.
- Storage areas will be well-organised:
  - Stacks must be stable.
  - Heavy objects requiring manual handling should be stored at waist height.
  - Flammable or hazardous substances must be stored securely and in accessible locations.
- Risk assessors will always consider hazards posed by falling objects.

### Repairs and Maintenance

Emergencies (examples include water leaks, broken glass, or critical infrastructure issues):

- Emergencies will be addressed immediately.
- For emergencies involving gas, chemicals, or electrical systems, inform the Finance and Facilities Manager immediately.
- For out-of-hours emergencies, contact the Health and Safety Officer at 07918 746765.

### General Maintenance:

- All non-emergency maintenance requests should be emailed to [maintenance@philpotsmanorschool.co.uk](mailto:maintenance@philpotsmanorschool.co.uk).
- The facilities team will assess and prioritise these requests.

Regular housekeeping audits will be conducted using the Workplace (Housekeeping) Checklist available in Unit 2 of the Health and Safety Policy.

### Young and Inexperienced Employees

The school is committed to safeguarding the health, safety, and welfare of young and inexperienced employees. In compliance with the Management of Health and Safety at Work Regulations 1999 (as amended in 2003 and 2006, Regulation 19), young employees will not be assigned to tasks or environments posing significant risks to their health and safety due to factors such as:

- Physical or psychological capacity.
- Pace of work.
- Exposure to extreme temperatures.
- Radiation hazards.
- Use of hazardous substances.
- Lack of training or relevant experience.

### Exceptions

Young employees over the school-leaving age may undertake work involving some degree of risk only when:

- The work is essential to their training or development.
- A competent supervisor is present to oversee the work.



- The associated risks have been reduced to the lowest level reasonably practicable.

### **Risk Perception**

Young workers are recognised as having a potentially limited ability to perceive and respond to workplace risks effectively. To address this, the school will:

- Conduct additional risk assessments specifically tailored to young and inexperienced employees.
- Identify and implement control measures to ensure safety.

### **Control Measures for Young Employees**

The school will adopt the following measures to protect young and inexperienced workers:

- Provide tailored health and safety training upon induction and as tasks or risks evolve.
- Assign competent supervisors to monitor and guide young workers closely.
- Ensure young employees understand the hazards and risks associated with their work.
- Provide ongoing reinforcement of safe work practices.
- Highlight specific tasks or processes deemed unsuitable for young or inexperienced workers and ensure they are restricted from undertaking such activities.

### **Risk Assessment and Monitoring**

A specific risk assessment form for young and inexperienced employees will be completed before any work commences. Risk assessments will be reviewed periodically or when significant changes in tasks, equipment, or the workplace occur. Findings from the assessments will be shared with young employees and their supervisors to ensure transparency and compliance.

### **Compliance and Documentation**

- All measures and procedures are documented in the Young Employees Risk Assessment Form found in Unit 2 of the Health and Safety Policy.
- Supervisors are responsible for ensuring adherence to the identified control measures and reporting any breaches to the Health and Safety Officer.

## Section 4

### Staff Declaration

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#### Philpots Manor School

#### Health and Safety Policy

I hereby confirm that I have read, understood, and agree to comply with the Health and Safety Policy as outlined in Unit 1. I further confirm my agreement to adhere to the policies, procedures, safe practices, and any other advice or instructions detailed in Unit 2.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

The signed declaration will be securely retained within the employee's staff file by the HR department.

These records will be accessible only to authorised personnel and will be stored in compliance with data protection regulations, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.