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Kassim Darwish Grammar School for Boys

Health & Safety Policy

Overview

The Trustees periodically review the Health and Safety Policy in order to reaffirm their collective responsibility for creating an effective and enforceable policy for the provision of health and safety at KD Grammar School for Boys.

Statement of Policy

All employees of KD Grammar School for Boys have a general responsibility for their own safety as well as the safety of students and authorised visitors to the school. Whether specifically on duty or otherwise, staff should take steps to deal with any potentially hazardous situations arising as a result of the behaviour of students, any defect in buildings or apparatus, or any other cause. Common sense should prevail when exercising this responsibility.

Statement of Intent

The Trustees of KD Grammar School for Boys recognise and accept their collective responsibility as employers for providing as far as is reasonably possible a safe and healthy place of work and working environment for all the school's employees, students and others visiting, or from time to time using the school premises.

The arrangements outlined in this statement and the various other safety provisions made by the Manchester Islamic Educational Trust Ltd (MIET) cannot prevent accidents or ensure safe and healthy working conditions. The MIET Trust believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The MIET Trust will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Responsibility for Health and Safety

The Trustees delegate the performance of their health and safety obligations to the Executive Head teacher and the Health and Safety Committee.

The Executive Head teacher has appointed the Exams Officer as the Health & Safety Officer, being the individual responsible for health and safety at work in the school. He/She will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.

The Health & Safety Officer's responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He/She will familiarise themselves with all relevant health and safety legislation and take expert advice if required. In the absence of the Health & Safety Officer, the responsibilities for health and safety at work will be assumed in part by the Bursar.

Health and Safety Committee

The Health and Safety Committee will be responsible for co-coordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The Health and Safety Committee will:

- Consider the risks relevant to the school and decide on appropriate courses of action
- Review accident statistics with a view to recommending corrective action
- Examine inspections, safety audits and assessments
- Consider relevant legislation, reports and information in order to determine necessary action
- Keep a watch on the effectiveness of the current working practices and procedures
- Amend the H&S policy and procedures accordingly
- Develop appropriate training programs
- Oversee Fire Evacuation practices and procedures

The membership of the committee will be:

- The Headteacher and/or Executive Head Teacher (Chairperson)
- A nominated Trustee
- The Health & Safety Officer (Secretary)
- The Health & Safety lead for all three schools (H. Stear)
- The Bursar
- SLT member Pastoral (Educational Visits Coordinator)
- Caretaker
- MIET Trust Administrator

KD Grammar School for Boys recognises that procedures to maximise the Health and Safety of staff, students and visitors depend on the active co-operation and participation of all involved. The Health and Safety Committee has a central role in this process.

The committee meets every half term to discuss health & safety issues.

Minutes of meetings of the committee are considered by the School Committee of the MIET Trust and are reported to the Board of Trustees and are circulated to all Trustees. The Health and Safety Committee will, from time to time, invite individual Heads of Department and other specialists to make presentations about the procedures adopted within their departments.

Management and Supervision

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with management/supervisory role will:

- Ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees and students
- Ensure that all staff are familiar with the school's health and safety at work policy
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- Ensure the maintenance of good housekeeping standards

- Review the safe operation of all work equipment
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
- Carry out Risk Assessments within their departments and maintain a record of their findings

The Trustees have identified the following requirements

Duties

- 1) In the discharge of its duty the MIET Trust, in consultation with the Executive Head will:
 - Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school in particular the Management of Health and Safety at Work Regulations 1999
 - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - Periodically assess the effectiveness of this policy and ensure that any necessary changes are made: the Head is expected to report to Trustees at their termly meeting on any significant Health and Safety matters affecting the school
 - Identify and evaluate all risks relating to
 - accidents
 - health
 - school-sponsored activities (including work experience)
 - Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
 - Without detracting from the primary responsibility of those in charge of teaching and non-teaching departments for ensuring safe conditions of work, continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where this is necessary
 - Create and monitor an effective management structure
 - Ensure appropriate committee arrangements for the consideration of safety matter

- 2) In particular the MIET Trust undertakes to provide so far as is reasonably practicable:
 - A safe place for staff and students to work including safe means of entry and exit
 - Plant, equipment and systems of work which are safe
 - Safe arrangements for the handling, storage and transport of articles and substances
 - Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory, and guidance whether statutory or advisory
 - Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the MIE Trust will ensure within the financial resources available, that such training is provided. Students will receive such training

as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - Adequate welfare facilities
- 3) So far as is reasonably practicable the MIE Trust, through the Head, will make arrangements for all staff, teaching and non-teaching, to receive comprehensive information on:
- This policy
 - All other relevant health and safety matters
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the school community

No safety policy is likely to be successful unless it actively involves all concerned. The school will co-operate fully with everyone who has suggestions or concerns about any aspect of safety. It will also co-operate fully with representatives of the employees.

The school recognises that it has a responsibility for the safety of visitors. It is essential therefore that persons visiting on official business by invitation should have due regard paid to their health and safety by the staff member responsible whilst on school premises

Employees should make themselves familiar with the Health and Safety policy included in the Staff Handbook and also with those aspects which apply specifically to their areas of work as detailed in departmental handbooks. The Health and Safety Policy and Procedures are available from the school website www.kdgb.miet.uk

Delegation of Duties as allocated tasks

It is the responsibility of all employees to take reasonable care of the health and safety of themselves and others who might be affected by their actions. All employees are required to cooperate with the Executive Head teacher and the Health and Safety Officer in the fulfillment of their obligations.

The Executive Head teacher or Deputy Headteacher should be informed of hazards due to action by students. The Health and Safety Officer must be informed of hazards, actual or potential, due to defects in the grounds, buildings, fabric or equipment.

Risk assessments must be undertaken of all potentially hazardous activities, both on and off school premises, and a record must be kept.

Students must be instructed verbally, as well as by written notices, of the conduct required in classrooms and other teaching areas. It is the teacher's responsibility, delegated to him/her by the Executive Headteacher, to ensure this instruction is given at least once a year and to prepare any written guidelines or instructions required. A copy of the agreed expectations for students around school is detailed in the student code of conduct.

Heads of Department and any teacher with complete or partial responsibility for a teaching area, including the Laboratories, Library, Dining Hall, Prayer Hall, outdoor areas, etc. must be

aware of potential hazards and ensure that safe practices are followed at all times. Copies of recommended safety precautions should be given to the Health and Safety Officer.

Employees (general information)

The promotion of Health & Safety at work must be a mutual objective for staff at all levels. We all have a duty to take proper precautions and care in our work not only to safeguard ourselves but also students, colleagues, visitors and contractors, etc. All employees have a responsibility to co-operate with the School's Leadership Team (Executive Head Teacher; Deputy Head; etc.) to achieve a healthy and safe workplace and to take reasonable care for themselves and others who may be affected by their actions and/or omissions. This is reinforced by Section 7 of the H&S At Work Act 1975 and the Regulation 15 of the Leadership of H&S At Work Reg. 1999.

Any employee observing Health and Safety situations which require attention shall, as soon as possible, notify the situation to the appropriate person.

Teachers

Teachers have a duty to develop safety awareness within their respective classrooms and initiate and participate in accident investigations where necessary. Good housekeeping in their classroom is to be kept at all times.

Teachers have the duty to take immediate action to stop unsafe practices and the use of unsafe equipment and inform the Executive Head/Deputy Head Teacher as soon as possible. It is important also to remind teachers that they have a duty of care towards their students and are responsible and accountable to the Head Teacher for all matters relating to health, safety and welfare within their own individual classroom as well as a responsibility to ensure that:

- All staff under their control, receive instruction in their duties regarding Health and Safety matters and are adequately trained to carry out their duties efficiently and effectively.
- Specific curricular areas (e.g. PE, Science, etc.) are only undertaken when made aware of regulations, codes of practice and guidance notes appropriate to specialist areas.
- All statutory notices, placards; regulations; etc. are displayed appropriately and in accordance for example with the Fire Department, etc. and are not covered or displaced.
- All problems, defects and hazards in their classroom are reported to the Head Teacher, or Deputy Head.
- They and people under their supervision are well aware of Fire procedures.
- A copy of the Fire Drill regulations and assembly point(s) are prominently displayed in all rooms and/or areas for which they are responsible.
- They carry out regular safety inspections of their classroom including checks on equipment (e.g. electrical items, furniture; etc.).
- They report, and if appropriate make recommendations, to the Head Teacher, Deputy Head or representatives on any practices, premises, equipment etc. which give rise to Health & Safety concerns.
- They complete any forms given by the School on internal surveys and inspections.
- They do not leave computers and other electrical equipment switched on at night and especially during weekends and holidays.
- They are familiar with the School's Health & Safety Policy, its implementation and any procedures, arrangements and practices relating to their classroom and take

responsibility and accountability for the implementation of the School safety policy in the performance of their duties.

- They conform to responsibilities as laid down in the School policy and its safe working arrangements including any other policies provided by the School.
- They report to the Executive Head Teacher, Health and Safety Officer or Caretaker, all problems, defects and hazards that are brought to their notice.
- They make sure that Supply Teachers, Lab Technicians, etc. are made aware of the School Health and Safety Policy and of any special arrangements and procedures, relating to their work area before commencing work.

Caretaker

The Caretaker is responsible and accountable to the Executive Head/Head Teacher/Deputy for all matters relating to health, safety and welfare within the sphere of his activity.

S/he must be familiar with the Schools' Health & Safety Policy and he is to ensure that cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials, equipment, substances etc.).

The Caretaker must report to the Executive Head/Head Teacher/Deputy using the School's procedure when reporting defects, hazards that are brought to his notice. Furthermore, the Caretaker is responsible for ensuring that:

- In the case of cleaning equipment staff under his controls are adequately informed, instructed and trained in using all such items before actual use.
- The Executive Head/Head Teacher/Deputy/Health and Safety Officer is informed whenever contractors are due to enter the School to undertake maintenance, service or works contracts.
- Weekly inspections of both the interior and exterior fabric of the building are carried out and either takes appropriate remedial action or report matters of a Health and Safety nature to the Head/Health and Safety Officer.
- The School Leadership is informed when new products or chemicals are introduced.
- All statutory weekly and monthly tests on all relevant areas such as Emergency lights; Grounds; etc. are carried out and recorded.

Other School Staff/Employees

All other members of staff (e.g. Administration personnel, ancillary staff etc.) are to be aware of their individual responsibility to exercise care in relation to themselves and those who work with them.

They must familiarise themselves with the Health & Safety Policy and take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt.

They must warn others of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced.

Like any other member of staff, they must report accidents or incidents promptly and familiarise themselves with fire and emergency drills (including the location of emergency telephones) and escape routes.

Furthermore, all staff and employees must, under the Health & Safety at Work Act and Leadership of H&S at Work Regulations and other obligations:

- Be made aware of what is expected of them and in particular in relation to the department in which they work.
- To report any possible hazards and defects to the Head Teacher, Health and Safety Officer and Caretaker using appropriate forms where possible.
- Make themselves familiar with the School's Health and Safety Policy and all documents relating to Health and Safety in the School paying particular attention to their specific work activities.

Training

The School Leadership recognises, and is committed to, the need to train staff to enable them to carry out their duties both safely and effectively. Health and Safety training is required by law. The School Leadership is to ensure that all staff, and when applicable students, are provided with adequate training so that they are capable of carrying out their work without risk to themselves and others. They must also keep a record of this training. In certain circumstances temporary staff and visitors may also require training.

The School Leadership is responsible for identifying and budgeting for training needs. Formal methods for identifying training needs include risk assessment and staff appraisal. Furthermore, training needs should be incorporated into annual staff development plans.

There are various categories of training requirements in School. They can be defined as induction, training informative/awareness training and specific "hands-on" training. Specific training approaches apply where it is recognised by the School that employees will require an accepted level of competence to perform their tasks or obligations. e.g.: first aid; fire extinguisher; manual handling; etc.

Training/Inductions would be necessary:

- On joining the School in order to learn of its local arrangements and to acquire knowledge about specific hazards of the work proposed. This is to apply to new employees or transfer of employees to another role, in order to be made aware of policies and procedure, fire precautions, first aid and welfare arrangements
- As a result of risk assessments prior to the introduction of new materials, equipment, substances or procedures.
- When transferred to new work e.g. for refresher training, etc.
- As required by fire regulations e.g. use of extinguishers, basic fire prevention, etc.

Training is always to be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training program. New technology, legislation, regulations and standards are all factors, which determine a fresh approach to training requirement, and indeed a re-training program for existing staff. Training and Development wherever possible, should take place in normal working time.

General Arrangements & Statutory Requirements

Accident Reporting/Investigation

The School Leadership Team must ensure that the School's system for reporting accidents, 'near misses,' injuries, reportable occupational diseases and dangerous occurrences are known by all staff concerned and that proper procedures are in place for the investigation of all accidents and dangerous occurrences.

- The School Leadership is responsible for notifying the Health and Safety Executive/Local Authority/Environment Agency following certain reportable events e.g.; death, major injuries, occupational disease and dangerous occurrences.
- Whenever a reportable event has occurred, an accident form is to be completed and an investigation is to take place.
- The School Leadership is to carry out annually a report on any conclusions or recommendations that arise from these occurrences and this is to be presented to Trustees. Furthermore, the accident book and 'Near Misses' should be reviewed on a termly basis to identify trends, etc.
- To ensure that these reporting procedures are applied for any member of staff (teaching or support staff), students, parents, visitors, contractors, etc., involved in an accident in School.
- Any occurrence is to be reported to the Executive Head Teacher or other member of the senior leadership team who will then complete an Accident Form in the presence of the person involved (if possible) and record the incident in the School Accident Book(s).
- Arrangements are to be made for report form to be forwarded to relevant parties bearing in mind that fatal or major injuries are to be first directly reported by telephone.
- Where an employee is incapacitated from work, as a result of an accident, for more than three consecutive days, a written report is to be sent to HSE within seven days of the accident. Written confirmation of incidents reported by phone is also required.
- According to School procedures, in the event of a fatal or major injury or a "reportable dangerous occurrence", nothing at the site of the accident is to be moved except for the purpose of helping the injured until an investigation has been carried out.
- All records are to be retained for at least three years for adults and up to seven years after their twenty first birthdays for studentsren.
- Discretion is allowed to the Executive Head Teacher in relation to minor student injuries to avoid unreasonable burdens on establishments. However, the Executive Head Teacher is to be satisfied that the cause of the accident was not attributable in some way to supervision or organisation (e.g. by a teacher), to plant, substances or the condition of the premises.

First Aid Provision

In recognition of the importance of First Aid Provision a separate policy exists for First Aid & First Aiders. This can be found on the School's website or a paper copy can be provided on request.

A list of available first aiders is to be conveniently posted at the School. Responsibility for the stocking of first aid boxes rests with the First Aid Officer (Mrs Y Majid).

All members of staff are to be made aware that there are a number of trained first-aiders on site who have appropriately stocked first aid boxes available. Staff are to refer to staff handbook for up to date information. Qualified First Aiders have access to appropriate HSE approved training manuals.

- A First Aider should be available on the premises at all times when the building is open.
- The reporting of accidents/injuries is as per the requirements of the Reporting of Injuries and Dangerous Occurrences Regulations and connected to points 5.1 to 5.16.

Designated First Aiders:

Mrs Y Majid/Admin
Dr. D Ghidaoui/Deputy Head
Mr A Crosbie/SLT
Dr. A Beevers/Teacher
Mrs S Mahmood/Cook
Mr Troy Western/Lab Technician
Mr Mathew Kennedy/ Teacher
Mr Nazim Shah/ Teacher
Mrs Naela Khan/Lunchtime Supervisor
Ms Fozia Bani/SLT

Procedures

For emergency procedures for incidents/accidents involving a student, the following to be applied

- Where a member of staff suspects that first aid is needed for a student or fellow member of staff and they are themselves **not** a trained first aider, they should make the student/staff as comfortable as possible and send for a first aider.
- First Aid is only to be provided by trained designated first aider. Non first-aiders are to locate the nearest first aider in case of an accident.
- A visible assessment should be made of the person requiring the first aid by a designated first aider. If the injury is considered minor i.e. scratch due to a trip, a bang on any other part of the body apart from the head etc. As much information as possible should be obtained on the nature of the incident.
- For a minor incident, the first aider can exercise discretion and after consultation with the person decide if the student is fit to remain in school and to continue attending lessons.
- An 'Accident/Incident/Illness report slip' should be filled in and given to the student to hand to their parents/carers.
- When a student is too ill to remain in a lesson, they must be sent to the office with another MOS/student and the office staff will contact the parents/carers to pick their students up after consultation with the Head of Year.
- Whilst waiting for parents/carers if the student has a general illness – i.e. has a head

ache/cold etc. they can be sent to the schools' sick room once they have been logged in and await their parents/carers. Office staff must check on the student every 15 – 20minutes and log this.

- If the student complains of any head injury or has visible swelling or slight bleeding (i.e. from the nose or tooth) or is having an asthma attack they must remain in the school office with a first aider.
- For Asthma sufferers they must be allowed to take their inhalers (the office will have extra ones sent from the students home) and await the attack to pass and ensure the student is well before allowing them to return to lessons. An 'Accident/Incident/Illness report slip' should be filled in and given to the student to hand to their parents/carers.
- For slight headaches/swelling parents should be informed. Staff can give out paracetamol only if the parents request that they do so – staff should not offer this up. Paracetamol can be given to students who have brought it from home and the parents have informed the office staff in advance or if the school rings and asks permission from the parent/carers and note the time and dose and send a text home.
- Students should not be allowed to carry any medication whilst on the school premises even antibiotics. All medication will need to be handed to the school office and taken when required and then collected back at the ends of the school day.
- If a student receives a bump on the head which is deemed potentially serious, the student will be laid down and the School will ensure that parents/carers are contacted and made aware of the situation as soon as possible. Where parents/carers inform staff they will be delayed in attending to their son, the school office must ring for an ambulance.
- If a student is taken seriously ill or in cases which appear potentially so serious that an ambulance needs to be called immediately, then all staff have the authority to call 999. The designated First Aider will be summoned and then the parents/carers notified.
- As soon as possible thereafter, once the student is receiving appropriate treatment, the reporting procedures should be followed.
- Under no circumstances should a student suspected of a back or neck injury be moved and in case of emergency an ambulance should be called as members of staff should not use their own vehicle to take an injured person to hospital.
- An "Administration of Medication" log book is kept in the office to ensure that where a student has brought in medication i.e. pain killers such as Paracetamol, antibiotics etc. to school to take during the school day the admin staff can log the time and amount taken so there is no risk of overdosing. It is also recommended that two MOS check the dosage and times given before the medication administered.
- A more comprehensive First Aid Policy is available for perusal and forms part of this policy (Appendix 5).

Asbestos

If applicable an asbestos survey (Type 2 minimum) should be undertaken indicating clearly area where there is, there might be, and there isn't asbestos. A map of the School and all other relevant information are to be provided to contractors, surveyors, etc. and/or any other people having to work at the School. Furthermore, a plan to remove asbestos should be incorporated within the building Leadership plan.

Asbestos reports have intermittently been carried out by contractors (DR Environmental Consultants). Areas deemed "dangerous" have been signposted and locked to ensure no staff inadvertently or otherwise enter these areas. Contractors who need to enter such areas are required to sign a disclosure form. The school caretaker will also carry out a yearly check of areas with Asbestos to ensure they remain untouched and "safe".

COSHH (Control of Substance Hazardous to Health)

The Executive Head/Head Teacher, members of the Leadership Team and Trustees recognise the need for the School to carry out risk assessments of all areas in accordance with the regulations.

Assurance that the implementation of COSHH Regulations and of ensuring that the Caretaker, Cleaners, Teaching & support staff and other relevant staff take appropriate action under these regulations is imperative.

- As it is a legal requirement to carry out risk assessments for operations involving chemicals; mechanical and electrical hazards the School's Leadership is to make provision for this in accordance with their departmental/area safety policy (e.g. Caretaking, etc.).
- In conjunction with the School chemical register Managers responsible for COSHH, procedures will ensure that assessments are carried out and that further monitoring is in place as required.
- All risk assessment forms, including data sheets and substance listing, are to be regularly updated and produced when required or requested.
- A COSHH file containing assessments of chemical risk and Data Sheets, as well as control measures to be taken by other appropriate staff including inventory and location is to be made available for any inspections.
- All hazardous/chemical substances needed for teaching and learning purposes in the Science department are kept within a locked room and within the confines of a locked metal cabinet. Students do not have access to these areas.
- Cleaning products which may present health issues are used only by the cleaning staff with protective clothing i.e. gloves etc. where necessary. Products are kept within a locked room with no student access.

Contractors & Visitors

Self-employed persons or contractors and their employees who carry out work on School premises must comply with standards of safe working conditions contained in any regulations or codes of practice applicable to their operations, and in the School Policy regarding safety rules.

The School Leadership is to ensure that details of all visitors are entered in the School Visitors' book in the main reception and the appropriate collection of or guidance to the person being visited is given. All Contractors are to have their attention drawn to fire/emergency procedures. The Visitors' book is to be retained for a period of at least three years.

- Contractors entering or working on School premises are to be the responsibility of the Head Teacher or delegated person usually the Deputy/Caretaker.
- Appropriate details of the Health and Safety Policy are to be conveyed to all known contractors by the Caretaker, Office Staff or appropriate delegated person(s).
- It may be necessary for pre-contract meetings to be held to arrange work methods and safety precautions. These should take place before any work is to be started.
- A safe system for maintaining the fabric of the buildings is to be in place at all times to avoid any problem or accident.
- Contractors using naked flame or hot tar at the School are to be issued with a Hot Work permit before any work is started. Furthermore, a Work permit is to be issued for all other types of work including Asbestos information.

Emergency Procedures

For more information regarding Emergency Procedures, the School's Disasters Policy is to be applied.

- In the event of accidents, fires, explosions and spillages, the Executive Head/Head Teacher (or delegated member of the Leadership Team) must be immediately informed.
- The contingency/emergency plan is to be reviewed annually and updated as necessary.

Fire Precautions

The arrangements for general fire safety are in accordance with details in the Staff Handbook.

- The School's Fire forms are to be used to record tests, drills, training, etc.
- Visits by the Fire Officer and any subsequent reports and recommendations are to be acted upon swiftly and in full.
- Evacuation of the establishment is to be carried out at least once per term, including one area notionally blocked to create a 'real' fire practice.
- Responsibility for checking Fire Safety Procedures and Equipment rests with the Head Teacher.

Housekeeping (Cleaning Arrangements)

Relevant members of staff are to make regular checks of their areas of responsibilities while maintaining: tidy and clean work areas and adequate storage space. The staff handbook should be read to clearly establish duties, etc.

Information to Employees

The Executive Head Teacher is to be responsible for ensuring that any regulations, information, guidance notes, etc., received by the School are passed immediately to staff that have a direct interest in them. Staff are responsible for reading this information and acting accordingly and ensuring that they understand them and they follow them as required.

Legionella/Legionnaire's disease

A full legionella report is to be undertaken by an external contractor and provided to the School indicating any possible issues with the current water and/or heating systems.

All weekly, monthly, termly & annual checks are to be undertaken, recorded and assessed on a regular basis.

The contractors' report/manual is to be made available to anyone dealing with checks, recording and inspection.

Furthermore, a clear schedule of work in to be put in place to indicate external and internal checks, who is responsible for doing them, and how often they are supposed to be performed.

Letting/Use of School Premises

A Letting Policy is established to cover all leasing and rental aspects with appropriate Health & Safety obligations clearly stated. (Please see the Lettings Policy on the website or request a paper copy from the school office for details). The school Bursar is responsible for all lettings.

Manual handling

Training should be provided to all staff having carrying and moving responsibilities at the School and specific leaflets e.g. HSE's INDG 153(rev2) given to all members of staff. Staff have been sent a PowerPoint on this to ensure they are aware of how to lift etc. items without causing any unnecessary injury.

Noise and Vibration

The School recognises that, on occasion, particularly when work is being undertaken, there may be problems experienced with noise and vibration.

All employees should report all such cases and specialist advice sought to monitor hazards, if required.

Plant Machinery/Equipment

The School via the Executive Head Teacher; delegated persons (e.g. Deputy/Caretaker) and Trustees are to define safe systems of work for using, maintaining and cleaning plant machinery and equipment (including portable tools). Furthermore, the School recognises that it may be required to seek specialist advice in determining the safety requirements for adequate and correct guarding of machinery; general inspection of plant, equipment (e.g. Play & Sport; etc.) and machinery such as Lifting; Pressure Vessels; Ventilation; Tools; etc. as well as storage and transportation of toxic substances, gasses etc. and the disposal of toxic and other waste substances and materials.

Overall, where applicable, members of staff are to make sure that:

- Periodical checks within their area/machineries are undertaken and that they use instructions, text, checklists and information provided by the School.
- Thorough inspection of area and equipment is carried out each term and any relevant information is reported to the Health and Safety Committee and the Head Teacher.
- They recognise that certain items of machinery/equipment need to be checked and certificated in accordance with legislation and that is arranged by the appropriate Manager or relevant member of staff.
- No new machinery/equipment is to be brought into or used in the premises unless it has been cleared

School Security

In most schools security involves protecting property (including personal property) against theft, vandalism or arson. In some establishments - primary schools in particular - it also involves protecting students from assault by an intruder.

Security is a health and safety issue. Employers must ensure, so far as is reasonably practicable, that their premises are safe. A risk assessment of the school or college site should be carried out to determine the best methods to control security risks, including when the building is closed. Those findings should be recorded.

Security strategies should be reviewed regularly – annually at the very least. Each educational establishment is different. Many have independent, isolated or temporary buildings, multiple entrances, poor fencing and public access out of hours. Therefore, the closing-down procedure is a vital part of the security arrangements of each school.

Intrusion into premises is of great concern as it can result in burglary, arson and vandalism. In addressing security concerns, schools and colleges should consider the premises from the criminal's viewpoint: the "think thief" approach. They should also make use of expert help which may be available from the police, crime prevention officer, local authority experts, external consultants or insurers.

Checklist of things to consider when assessing security of property

A. Valuable equipment:

Computers should be kept away from windows and out of view. Ideally, they should be located on upper floors. If this is not possible, they should not be placed in an area that has an exterior wall; if it has, there should be no windows or doors to that wall. Some schools and colleges have bought blinds for windows in which computers are stored but, if only the computer room has blinds, this may advertise the presence of computers. Consider moving valuable items off site.

B. Property marking:

Expensive items should be marked with the name and postcode of the educational establishment. This will make them less marketable. The fact that property is security marked should be advertised conspicuously around the premises.

C. Flammable or loose materials, rubbish and waste:

If such materials are left outside buildings, they can be used for arson or vandalism. Some items may be used to break into the premises. Wheelie bins and waste containers should be located at least eight metres away from the main school building and be secured by padlocks and chains to an immovable object.

D. Windows and external doors: these should be secured.

- Internal doors: these must be closed to prevent the spread of fire.
- Fire and intruder alarm systems: these must be correctly set.
- External lighting: ensure that it is working correctly.

E. Contractors on site:

Building work often takes place during the summer holidays, which will undoubtedly affect the security arrangements. Contractors' equipment on site can attract thieves. Access to upper floors can be gained by scaffolding. Skips are sometimes placed near buildings. Procedures need to be in place to restrict access only to those areas where it is required.

F. Intruders

Events like the one in Dunblane have increased security concerns about potential intruders. It is unacceptable to expose students to unnecessary risk, but it is not desirable to turn schools and colleges into high-security 'prison-like' buildings either. A common approach is the creation of a 'safe haven' in the building where staff and students can retreat to, and into which an intruder cannot gain access. The school is in the process of also considering a formal "lock down" or "Invacuation" policy which will form part of the H&S policy in the near future.

G. An Invacuation/Lockdown policy is being considered, however, the nature of the building is such that a more comprehensive approach, possibly with a third party may need to be considered.

A more comprehensive Site Security Policy is available for perusal and forms part of this policy.

The following appendices complete this Health & Safety Policy:

1. Appendix 1: Risk Assessment Policy
2. Appendix 2: RIDDOR Policy
3. Appendix 3: Educational Visits Policy
4. Appendix 4: Disaster Recovery Plan
5. Appendix 5: First Aid Policy
6. Appendix 6: Occupational Health & Management of Stress in the Workplace Policy
7. Appendix 7: Policy on Violence, Threatening behaviour and abuse
8. Appendix 8: Slips & Trips Policy
9. Appendix 9: On Site Vehicle Movement
10. Appendix 10: Working at Height Policy
11. Appendix 11: Site Security Policy
12. Appendix 12: Administering Medicine/Asthma Policy.

Date	September 2023
Reviewed by	Mrs Majid
Next Review Date of this Policy	Autumn Term 2024