

# Health and Safety Policy

Stroud High School

# PURPOSE

## STATEMENT OF INTENT

Stroud High School and the Headteacher of Stroud High School believe that ensuring the health and safety of staff, students and visitors is essential to the success of Stroud High School.

We are committed to:

- Providing a safe and healthy learning and working environment.
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Appropriate safe systems of work exist and are maintained including offsite visits
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

In addition to the above commitment, the Trust Board also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, students, contractors, etc., are or may be affected by the school activities, the Trust Board will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its students, this commitment is seen as especially important.

The Trust Board will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Trust Board is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Trust Board's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full cooperation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others and;
- to co-operate with the Trust Board and Senior Leadership Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Approved Codes of Practice and guidance will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this Policy has been provided to every member of staff at, or prior to, the induction meeting. A copy is available for all staff on the school hub. This Policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

A Health and Safety Management System will be developed and maintained to ensure the above commitments can be met. The Health and Safety policy and associated protocols will be implemented and considered alongside the requirements of the Safeguarding policy and all aspects relating to personal safety. All staff will play their part in its implementation.

This Policy, together the following arrangements and procedures, has been approved by the school's Trust Board.

Electronic Signature		Dylan Davies, Chair of Trustees
Electronic Signature		Mark McShane, Headteacher
Date	March 2024	
Date of Next Review by Resources Committee	March 2025	

## Contents

<b>Guidelines.....</b>	<b>5</b>
1. Introduction.....	5
2. Stroud High School.....	5
3. The Headteacher.....	5
4. The Trust Board.....	6
5. Teaching/Support Staff Holding Posts Or Positions Of Responsibility.....	7
6. Special Obligations Of Class Teachers.....	8
7. Obligations Of All Employees.....	8
8. Obligations Of Contractors And Hirers.....	9
9. Obligations Of Students.....	9
<b>Procedures And Arrangements .....</b>	<b>10</b>
Introduction.....	10
Accident And Incident Reporting.....	10
Action To Be Taken By The Business Manager.....	10
Accident / Ill Health Evaluation.....	10
Accident Investigation.....	10
Active Monitoring Systems.....	10
Alcohol And Drug Abuse.....	11
Asbestos.....	11
Behaviour Management.....	11
Bomb Threat Procedure.....	11
Catering.....	12
Cleaning & Maintenance.....	12
Contractors.....	12
Crisis Plan.....	12
Curriculum Safety.....	13
Defibrillators (Aed).....	13
Display Screen Equipment (Dse).....	13
Educational Visits And Journeys.....	13
Electrical Equipment.....	13
Expectant Mothers.....	13
Fire Evacuation Procedure.....	14
First-Aid And Supporting Students' Medical Needs.....	14
Glazing Safety.....	14
Good Housekeeping.....	14
Hazard Reporting.....	14
Hazardous Substances.....	15
Health And Safety Group.....	15
Inclusion.....	15
Lone Working.....	16
Maintenance And Repair Of Equipment.....	16
Managing Medicines And Drugs.....	16
Manual Handling.....	16
Personal Protective Equipment (Ppe).....	17
Risk Assessment.....	17
Security.....	17
Severe Weather Conditions.....	18
Smoking (Cigarettes & Vaping Devices).....	18
Staff Training And Development.....	18
Stress Management.....	18
Terrorism Threat / Lock Down.....	19
Transport.....	19
Vehicles On Site.....	19
Visitors - Health & Safety.....	19
Vips / Educational Visitors / Member, Trustees Or Trustees.....	20
Parents / Casual Visitors.....	20
Ex-Students.....	21
Intruders.....	21
Troublemakers.....	21
General Precautions.....	22
Waste Disposal.....	22
Work Shadowing Placements - Students.....	22
Working At Height.....	22
Policy Review.....	23

# GUIDELINES

## ORGANISATION

### 1. INTRODUCTION

- 1.1 In order to achieve compliance with the Statement of Intent Stroud High School and the School Leadership Team will have responsibilities assigned to them as detailed in this part of the policy.
- 1.2 It is a requirement of Regulation 7, Management of Health and Safety at Work Regulations 1999 that all businesses appoint a Competent H&S advisor. Stroud High School buys into an external organisation to provide an ongoing advisory and support service which will enable the school to achieve and maintain compliance and thereby protect their employees and business interest.

Our current service level agreement is with Gloucestershire County Council who provide us with external visits to review the school's documentation and records, telephone advice and guidance on a variety of activities that impact on the day-to-day operations of our school.

It is not sufficient merely to read this Policy. Our commitment to health and safety must be translated into effective action.

If our Health and Safety Policy is effective, not only will we reduce the risk of injury and damage, we will have healthier staff, greater productivity and reduced work-related absence. Also, by following our example, our students will take with them when they leave a positive attitude to health and safety which will continue to protect them and the people they meet or work with for the rest of their lives.

### 2. STROUD HIGH SCHOOL

- 2.1 Stroud High School has the responsibility to ensure that:
  - a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students.
  - b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
  - c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
  - d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
  - e) Sufficient funds are set aside with which to operate safe systems of work.
  - f) Health and safety performance is measured both actively and reactively.
  - g) The health and safety policy and performance is reviewed annually.

### 3. THE HEADTEACHER

- 3.1 In their capacity as the key person responsible for the effective management of health and safety, the Headteacher will ensure the effective implementation of this policy by ensuring:
  - a) This Policy is communicated to all relevant persons.
  - b) Appropriate information on significant risks is given to visitors and contractors

- c) Appropriate consultation arrangements are in place for staff and their representatives.
- d) All staff are provided with information, appropriate instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested regularly to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to regularly inspect the premises and monitor performance.
- k) Accidents and near misses are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to update the Trust Board on aspects that have affected the health and safety performance of the School will normally be completed 3 times a year in terms 1, 3 and 5.

#### **4. THE TRUST BOARD**

4.1 In the discharge of its duty, the Trust Board, in consultation with the Headteacher, will so far as is reasonably practicable:

- a) Make itself familiar with the advice and guidance provided by the relevant organisations e.g. Health and Safety Executive (HSE), etc.
- b) Ensure that there is a clear written, effective and enforceable policy for the provision of health and safety throughout the school which promotes the correct attitude towards safety in staff, students and visitors.
- c) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- d) Ensure the identification and evaluation of all risks relating to:
  - the premises
  - school activities
  - educational visits
  - school-sponsored events
- e) Ensure the identification and evaluation of risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- f) Create and monitor the management structure to enable the implementation of health and safety.
- g) Ensure sufficient funds are set aside with which to operate safe systems of work.

4.2 In particular the Trust Board undertakes to provide:

- A safe place for staff and students to work including safe means of entry and exits
- Plant equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Supervision, training and instruction so that all Trustees, staff and students can perform their school-related activities in a healthy and safe manner

- 4.3 All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the Trust Board will ensure that such training is provided. Students will receive information as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated and recording within the personnel training record of the relevant member of staff.
- 4.4 Safe and healthy working conditions which take into account all appropriate:
- statutory requirements
  - approved codes of practice
  - guidance
- 4.5 So far as is reasonably practicable the Trust Board, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
- This policy
  - All other relevant health and safety matters
- 4.6 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.

## **5. TEACHING/SUPPORT STAFF HOLDING POSTS OR POSITIONS OF RESPONSIBILITY**

- 5.1 All staff including the Assistant Headteachers, School Business Manager, Curriculum Team Leaders, Site Manager, Catering Manager and Support Staff Managers/Supervisors must:
- a) Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
  - b) Develop health and safety protocols in accordance with the School's policies which identify the key risks in their areas of responsibility and the organisational arrangements for managing those risks.
  - c) Carry out regular health and safety risk assessments of the activities for which they are responsible. If in doubt, staff will consult their line manager.
  - d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
  - e) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them within a reasonable timeframe.
  - f) Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks.
  - g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
  - h) Ensure all accidents and near misses are investigated appropriately.

- i) Include health and safety in their Headteacher's report to the Trust Board; see 3.1.m above.

## **6. SPECIAL OBLIGATIONS OF CLASS TEACHERS**

6.1 Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Line Managers on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that no personal items of mechanical or material equipment are brought into the School without authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Staff.
- i) Report all accidents and near misses, defects and dangerous occurrences to their Line Manager or the Site Manager.

## **7. OBLIGATIONS OF ALL EMPLOYEES**

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

- a) Act in the course of their employment with due care for the health, safety and well-being of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with procedures appended to this Policy.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety.
- g) Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## 8. OBLIGATIONS OF CONTRACTORS AND HIRERS

- 8.1 When the premises are used for purposes not under the direction of the Headteacher e.g. buildings maintenance and construction works, catering and lettings, then, ***subject to the explicit agreement of Stroud High School***, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on School premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the staff, students and visitors.
- 8.3 All contractors must be aware of the School health and safety policy and emergency procedures and comply with these at all times.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take all actions as are necessary to protect the safety of staff, students and visitors.

## 9. OBLIGATIONS OF STUDENTS

- 9.1 Students, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# PROCEDURES AND ARRANGEMENTS

## INTRODUCTION

The following procedures and arrangements have been established at Stroud High School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the School. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

## ACCIDENT AND INCIDENT REPORTING

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the School Accident Report Form and placed in the Business Manager's tray located in the staff room. The Business Manager will be responsible for informing the Health & Safety provider if the accident is a fatal or major injury as listed by the Health and Safety Executive.

Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) must also be reported to the Health and Safety Executive (HSE). Such accidents are:

- a) accidents resulting in the death of any person
- b) accidents resulting in specified injuries to workers
- c) non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences
- d) employee is off work for more than seven days due to an accident

### Action to be taken by the Business Manager

- a) Inform the Health & Safety provider as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive.
- b) Complete RIDDOR.

## ACCIDENT / ILL HEALTH EVALUATION

The Headteacher or delegated member of staff will undertake periodic evaluations, normally termly, of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

## ACCIDENT INVESTIGATION

All accidents, however small, should be investigated and the findings recorded. Simple investigations should be completed by the person reporting the accident and full investigation should be completed by the person administering first aid. If the accident is RIDDOR reportable the Business Manager will supervise the investigation.

Time allocated to each investigation will depend on the seriousness of the accident.

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident. This should be done by the person responsible for the risk assessment and a revised copy being sent to the person investigating the accident.

## ACTIVE MONITORING SYSTEMS

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at Stroud High School are:

- a) The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b) The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out yearly by the Headteacher, or delegated member of staff together with a Health and Safety representative of the Trust Board.
- c) Environmental monitoring and health surveillance to check the effectiveness of health control measures annually as above.
- d) Safety tours, as in b) above.
- e) Audits (Health and Safety audits, Human Resources audits, Fire Risk Assessment etc), annually or biannually depending on provision as above.
- f) Regular reports to management meetings (Stroud High School and Trustees).
- g) Other measures (accident monitoring, Environmental Health visits, Investors in People, Office for Standards in Education, Children's Services and Skills (Ofsted).

#### **ALCOHOL AND DRUG ABUSE**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, colleagues and students. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be excluded from work and will be subject to disciplinary procedures.

#### **ASBESTOS**

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment through the Asbestos Management Protocol. This Protocol detail shows the School intends to comply with its obligations under the Control of Asbestos Regulations 2006 and 2012 through an Asbestos Management Plan.

The School will comply with the Asbestos Regulations 2012 and Approved Code of Practice and guidance concerning the control of asbestos.

The named Asbestos Manager (Business Manager) has responsibility for the implementing the Asbestos Management Protocol.

#### **BEHAVIOUR MANAGEMENT**

All staff must be familiar with the School policies for behaviour management, e-safety and anti-bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

#### **BOMB THREAT PROCEDURE**

*In the event of any threat the action to be taken on receipt of a bomb threat or suspicious package(s) is detailed in the Crisis Plan.*

## **CATERING**

The Catering Manager is responsible for the safe operation of the catering facilities.

He/she must:

- a) Be familiar with the School Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Site Manager and Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the School is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Catering Manager.

## **CLEANING & MAINTENANCE**

The Site Manager is responsible for ensuring the safe, routine maintenance and cleaning of the School premises and grounds in accordance with the Stroud High School policies and procedures for maintenance. This includes the implementation of risk assessments, method statements or a SHS minor works/risk assessment job sheet.

## **CONTRACTORS**

The School is responsible for the selection and management of contractors in accordance with the Stroud High School policy for the Management of Contractors.

It is the duty of the Site Manager to ensure that all contractors should be made aware of the School Health and Safety Policy and their obligations under it before commencing any work on site. A full site induction should be completed before a contractor enters site which includes checking all their documentation and insurances. This should be documented by the Site Manager prior to appointment. All contractors must have a booked appointment unless it is to deal with emergency works and this is to be dealt with under the supervision of the Site Manager. It is the Site Manager's responsibility to ensure that adequate risk assessments and method statements are in place and for emergency works he/she must complete a SHS minor works/risk assessment job sheet.

School staff must be aware of this policy and report any concerns regarding contractors' activities to the Headteacher immediately.

## **CRISIS PLAN**

The School has a separate protocol for managing a Crisis, which should be followed in the event of

- a) People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b) Premises issues – Fire, explosions, floods, subsidence

### c) Technological – Computer related issues

#### **CURRICULUM SAFETY** (including out of School learning activities)

The Headteacher and Assistant Headteachers are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

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

Guidance from the Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS), British Association of Advisers and Lecturers in Physical Education (BAALPE) and other leading bodies should be adopted as appropriate.

#### **DEFIBILLATORS (AED)**

There are two defibrillators on the school site. One is located in the main corridor outside Reception and one in the entrance to the Sports Hall. The OVC UK Enrichment Coordinator & First Aider is responsible for ensuring the equipment and accessories are maintained in readiness and will complete a monthly monitoring check to ensure it is not displaying any warning lights or messages.

#### **DISPLAY SCREEN EQUIPMENT (DSE)**

For all Display Screen Equipment used on school premises the OVC UK Enrichment Coordinator & First Aider is responsible for ensuring that DSE assessments are completed for administrative staff. All remaining staff that regularly use laptops or desktop PCs are responsible for self assessment. DSE assessments should all be completed as part of the induction process and then when required. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

#### **EDUCATIONAL VISITS AND JOURNEYS**

The Headteacher and the Offsite Visits Coordinators (OVC) of Stroud High School are responsible for ensuring that all School trips are managed in accordance with the School policy for Educational Visits and Journeys.

All teachers must be familiar with this policy.

#### **ELECTRICAL EQUIPMENT**

The Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site Manager who will arrange repair or replacement.

The Headteacher must ensure that all electrical equipment brought onto School premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring an electrical appliance into the School without the permission of the Headteacher.

#### **EXPECTANT MOTHERS**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their children. Female staff are advised to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed so that the generic risk assessment can be reviewed with the Business Manager. Copies of the specific risk assessment will be signed, filed and reviewed if circumstances surrounding the pregnancy alter in any way.

As every pregnancy is different, pregnant staff must keep the Business Manager informed regarding any issues which mean they feel the risk assessment needs to be updated or their duties adjusted in any way.

### **FIRE EVACUATION PROCEDURE**

Fire Drills are normally held at least three times a year in accordance with the **Fire Evacuation Protocol**. All staff students and visitors must participate in the fire drill and follow the correct procedures.

In the event of a fire breaking out or being suspected, an evacuation of the building should be undertaken. No member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty.

Please refer to the **Fire Evacuation Protocol** for detailed information.

### **FIRST-AID AND SUPPORTING STUDENTS' MEDICAL NEEDS**

The School has a separate **First Aid Protocol**.

### **GLAZING SAFETY**

The design of the School means that there is a lot of glazing inside the building, these must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

### **GOOD HOUSEKEEPING**

Slips, trips and falls are the largest cause of accidents; however, they are easily prevented by:

- Keeping corridors and passageways unobstructed
- Ensuring shelves in storerooms, classrooms and offices are stacked neatly and not overloaded
- Keeping floors clean by ensuring spillages are cleaned up immediately using an appropriate cleaning method
- Not obstructing emergency exits

All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Site Services helpdesk.

### **HAZARD REPORTING**

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, contractor, hirer or visitor must report any sub-standard condition or practice. Students are encouraged to report sub-standard conditions or practice.

Hazards, in the main, should be reported to the line manager, however, premises hazards should be reported to the Site Manager as soon as possible, and a more formal response may be required.

Appropriate forms are available from the main school office and on the G Drive. EVERY should be used to report any site related hazard and a link to this can be found on all programs from the start menu within the PC.

In addition to this procedure, reports of hazards may be received via the School's Staff Health and Safety Committee, Departmental meetings/minutes or via risk assessment procedures.

## **HAZARDOUS SUBSTANCES**

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

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

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager will complete an assessment for any authorised products.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards and the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Where an appropriate Hazcard is not available the appropriate Assistant Headteacher is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include items including but not limited to; spirit-based marker pens, corrective fluid, aerosol paints etc.

All such products should be used in a well-ventilated area.

Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV). No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

## **HEALTH AND SAFETY GROUP**

Arrangements for joint employer/employee discussions of Health and Safety matters have been set up for all staff.

Health and Safety is a standing item on the agenda of all meetings. The Trust Board's Resources Committee is the key forum at which Health and Safety issues are addressed and policies determined.

In addition, the School's Staff Health & Safety Committee monitors H&S issues and advises and reports regularly to the Trust Board. The School Staff Health & Safety Committee meets at least 2 times a year and comprises of a Health & Safety Trustee, the Business Manager, a teacher and a support staff representative. The OVC UK Enrichment Coordinator & First Aider will take notes of these meetings.

## **INCLUSION**

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Special Education Needs Co-ordinator (SENCO) and Leadership Team (LT) must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

### **LONE WORKING**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site staff may be regular lone workers and teachers and other staff may also work in isolated classrooms/offices including after normal School hours and during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

- a) give prior notice to the Site Manager if you intend working late and indicate you will be in the building;
- b) make sure your colleagues know;
- c) check where they are likely to be in the building;
- d) make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- e) take a telephone or mobile phone into the room in which you are working;
- f) if you are alone, consider locking yourself in;
- g) report your departure and sign out when you leave the premises during holiday periods.

### **MAINTENANCE AND REPAIR OF EQUIPMENT**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager.

Staff must never attempt to repair equipment themselves unless they are suitably qualified.

### **MANAGING MEDICINES AND DRUGS**

No student is allowed to take medication on the School site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorized medicines/drugs.

The **Administration of Medication protocol** provides detailed guidance and all staff should be familiar with this protocol.

### **MANUAL HANDLING**

Stroud High School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site staff for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

### **RISK ASSESSMENT**

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the School.

Risk assessments for offsite School trips, both residential and day trips are in a separate policy (School trips and visits policy).

There will be a regular programme of planned assessments to be completed in high-risk areas such as Science, DT workshops etc. In other activity areas there will be annual risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Trust Board who will prioritise issues and assign resources to undertake remedial control measures where required.

The OVC will ensure that risk assessments are completed by all staff who organise and lead School visits.

### **SECURITY**

CCTV systems are installed in some areas of the School and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on School premises. Designated members of staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The School accepts no responsibility for items left unattended. In the event of a theft in the School, staff will be advised to report the incident to the police and will assist them in their investigations.

It is the responsibility of the staff to take appropriate measures to maintain the security of any School equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to a senior member of staff. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

### **SEVERE WEATHER CONDITIONS**

In the event of severe weather conditions, it is the responsibility of the Headteacher in making a decision on school closure. **Snow Closure protocol** will be followed.

### **SMOKING (CIGARETTES & VAPING DEVICES)**

The Trust Board has adopted a no smoking policy on School premises.

All School staff, students, parents and visitors will be informed.

### **STAFF TRAINING AND DEVELOPMENT**

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

Safety induction must be given to all new employees on the first week of employment, if not before.

This induction should take the form of a checklist and new staff should be clearly informed of the School's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements. All staff must complete the National College Health & Safety module as part of the school compulsory training and this must be completed within their first term of employment.

Training must also be given to all key staff and staff with special responsibilities, such as the Site Manager, First Aid staff and Staff taking students on trips.

The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

### **STRESS MANAGEMENT**

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include but are not limited to problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach your line manager or the Headteacher's PA who will arrange a meeting with the Headteacher to deal with the issue promptly and in the strictest confidence.

No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the School Occupational Health provider where appropriate.

On return to work for any period of stress-related illness, the School will take account of medical advice and the needs of the School when determining which duties are most appropriate.

## **TERRORISM THREAT / LOCK DOWN**

See **Crisis Plan** for advice.

## **TRANSPORT**

The Site Manager is responsible for arranging the annual maintenance and MOT of the minibus and other school vehicles. They are also responsible for ensuring that the vehicles are clean and in good condition at all times.

A list of staff who hold a currently driving license with the correct category and who have undertaken the appropriate Minibus Driver Awareness Scheme (MiDAS) training (where possible) is held by the OVC Co-ordinator. Only these persons are permitted to drive the minibus. Please refer to the **Minibus Protocol** for further information.

## **VEHICLES ON SITE**

The Trustees will endeavour to segregate vehicular, pedestrian and cyclist traffic where possible but due to the nature of our site, this is restricted. Staff are required to adhere to the traffic management directions at all times. The traffic management risk assessment will be reviewed at least annually by the Site Manager prior to approval by the Headteacher.

## **VISITORS - HEALTH & SAFETY**

The Trust Board has authorised the Headteacher (or nominee), in exercising day to day management of the School, to determine who should have access to the premises. The Trust Board have determined that nobody (including Trustees, staff, students or parents) has an unrestricted right of access to the School premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the School as determined by the Headteacher (or nominee).

Under the provisions of the Health & Safety at Work Act 1974, Stroud High School has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the School they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Site Manager (or his representative).

Stroud High School buildings and their grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Headteacher (or nominee).

Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off School premises, could be an offence. The Headteacher (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Where the Headteacher (or nominee) has determined that an individual is trespassing, the Trust Board have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a

“troublemaker” will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Management of Contractors information from the Site Manager).

Business Manager to ensure all visitors are made aware of the emergency procedures. All visitors will be asked to read the safety information when signing in, and an appropriate identity badge will be issued with lanyard. A burgundy lanyard is issued if the individual has the appropriate safeguarding checks in place and is able to walk the site freely. A yellow lanyard identifies that the individual must be escorted at all times. Action to be taken during an emergency as provided when signing in.

There are five categories of visitors to Stroud High School:

1. VIPs / Educational Visitors / Members, Trustees or Trustees
2. Parents / Casual Visitors
3. Ex-students
4. Intruders
5. Troublemakers

### **VIPs / Educational Visitors / Member, Trustees or Trustees**

There is every reason to suppose that Stroud High School will experience high levels of VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the School should be cleared by individual members of the support and teaching staff who are approached through the Administration Team.

When the Headteacher has authorised a visit to the school, the initial welcome will be made on the day of arrival by the Trustee or the member of staff allocated, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact. The individual member of staff should also publish the approved visit in the appropriate weekly Staff Bulletin.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the School into various categories and accord them varying levels of priority. Requests by colleagues from other Schools would normally be given high priority, as would visits by members of the Trust Board.

### **Parents / Casual Visitors**

As with all busy work places, there is a high level of casual visitors to the School during the course of a normal working day. These could be parents visiting Student Services or engineers or commercial representatives going to particular areas within the school. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be given to the main reception, so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. Visitors will be signed in and asked to wait in Reception while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the School premises. Notices are displayed at all entrances requesting all visitors to report to the main Reception to obtain a Visitor's Badge and sign the Visitor's Book.

### **Ex-students**

Often ex-students make social calls to the School.

In all cases, it is imperative that the visitor completes the electronic signing in system and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

### **Intruders**

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the School premises, do not approach them directly on your own unless you feel comfortable or inform the Front Reception Desk immediately and ask the Site Manager to be called. When you have identified the intruders to the Site Manager, please remain present whilst the Site Manager asks them in a friendly way their reasons for being on site. The Site Manager should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the reception desk in the main building and obtain a visitor's identity tag should be displayed at all School entrances. If the person is unable to offer an acceptable reason for remaining, the Site Manager should politely ask them to leave in a clear and firm way.

NEVER touch the intruder as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Site Manager should not attempt to force them to leave but dial 999 to call the police. Note that a member of Leadership should be informed.

In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the Business Manager

Some "Intruders" are ex-students, merely making a social call. Help them to obtain an official Visitor's Pass, available from Reception.

### **Troublemakers**

New guidance, "Academy Security: Dealing with Troublemakers", was issued by the Department for Children, Schools and Families (DCSF) (now replaced by the Department for Education (DfE)) on 16 December 1997 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen- knives, with a three inch or smaller blade. It should be noted that Stroud High School has banned all knives, regardless of the type or length of the blade.

### **General precautions**

Any members of staff going off site during their working hours must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the School must sign in and sign out in at reception, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the school are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the Site Manager.

**REMEMBER**, the Trustees of Stroud High School will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

### **WASTE DISPOSAL**

The school has two bin compounds that contain blue lidded 1100L general waste and green lidded 1100L paper and cardboard recycling bins.

Staff should ensure that cardboard is flattened prior to placing in the relevant bin. All paper and books must be placed in a white / red recycling bag prior to placing in the relevant bin. If the waste is deemed confidential the paper must be placed in one of the confidential locked bins located either in Reception, Pastoral Area or Junior Campus.

Hazardous waste such as computer equipment, light bulbs, fridges, any electrical equipment, aerosols, etc. have to be disposal of in line with Waste Electrical and Electronic Equipment regulations (WEEE). If staff require disposal of any hazardous waste they should notify the Site Services helpdesk to ensure the appropriate collection and disposal.

### **WORK SHADOWING PLACEMENTS - STUDENTS**

In the event of an incident or situation that puts students at risk whilst on Work Shadowing, the designated member of staff will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

For safety reasons, students must contact the School if they do not attend placement.

If a student cannot be contacted, the designated member of staff will make initial contact with the parents.

### **WORKING AT HEIGHT**

The Site Manager is responsible for the purchase and maintenance of all foot stools and ladders in the School. All equipment must conform to British Standards / European Standards (BS/EN) standards as appropriate.

All persons are reminded that nobody is to use a ladder on the school site unless they have undertaken the appropriate training.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the School.

All persons are reminded that 'working at height' applies to all relevant activities.

***What is 'work at height'?***

*A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but the definition would not be inclined to apply to a mounted police officer on patrol.*

If it is required to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

A person should not work at height when alone. If there are plans to use a step ladder, the Site Staff should help to erect it properly and have an assistant to hold the ladder steady and pass the materials needed. When using a stepladder knees should be no higher than the top platform of the ladder. Care must be taken not to overreach and one hand should be kept free on the ladder for steadiness.

**POLICY REVIEW**

This policy will be kept under review in order to keep it in line with relevant legislation and modifications authorised by the Trust Board and the Leadership Team.

Additional appendices may apply which will be separate to this policy which may related to items such as Pandemics.

<b>Trustees' Committee</b>	Resources
<b>Date approved on behalf of the Trust Board</b>	March 24
<b>Date of Next Review</b>	March 25