

	Health & Safety Policy		
	Last Reviewed: March 2018	Next Review: March 2019	

PART 1. STATEMENT OF INTENT

The Governing Body of Sandringham School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff on the topics drive and via e-mail.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#)

PART 2. ORGANISATION

As the employer, Sandringham School Academy Trust has overall responsibility for Health and Safety at the school.

Duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school.
- Reviewing the School's Health and Safety Policy and performance annually.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters.
- Reporting to EFA any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for :

- Communicating the policy to all relevant parties.
- Ensuring there is an adequate system in place for undertaking risk assessments.
- The implementation and monitoring of the School's health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the School has emergency procedures in place i.e (*Critical Incident Policy and Business Continuity Plan*) in place for emergency and crisis situations).
- Reporting to EFA any hazards which cannot be rectified within the School's budget.
- Ensuring there is no misuse of plant, equipment etc.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to governors.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

Delegated responsibility in brackets below working in conjunction with the Campus Manager

- Apply the school's Health and Safety Policy to their own Faculty or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. (Directors of Learning)
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance. (Directors of Learning – Science, Technology and PE and Campus Manager)
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented. (Directors of Learning)
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control. (Directors of Learning)

- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them. (Directors of Learning)
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. (Directors of Learning)
- Ensure, so 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 (Directors of Learning)
- Ensure that all accidents (including near misses) occurring within their faculties are promptly reported and investigated using the appropriate forms etc. (Directors of Learning)
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe. (Campus Manager or as delegated by him)

Responsibilities of employees

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's Health and Safety Policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns, including near misses, immediately to their line manager and enter such defects and concerns onto the on-line reporting system on Sandringham School Staff Portal.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of a health and safety policy.

Please refer to the County and CSF Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
Appendix 2	-	Fire Prevention, Testing of Equipment
Appendix 3	-	First Aid and Medication
Appendix 4	-	Accident Reporting Procedures
Appendix 5	-	Lone Working

Appendix 6	-	Health and Safety Information and Training
Appendix 7	-	Work Equipment
Appendix 8	-	Flammable and Hazardous Substances
Appendix 9	-	Moving and Handling
Appendix 10	-	Health and Safety Monitoring and Inspections
Appendix 11	-	Asbestos
Appendix 12	-	Risk Assessments
Appendix 13	-	Offsite visits
Appendix 14	-	Work at Height
Appendix 15	-	Display Screen Equipment
Appendix 16	-	Vehicles
Appendix 17	-	Lettings
Appendix 18	-	Contractors
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella

Detailed information is given in the [Education Health and Safety Manual](#) (Click on underlined to access site)

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in "the Fire Folder (held by the Campus Manager) and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the School's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in and posted in each classroom and common use areas.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Lesley Dunkley, P.A. to the Headteacher.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Identified staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** - Gas (meter boxes -bottom and main entrance gates). Water (manhole inside main entrance). Electricity (sub station opposite Exit door of "C" block)

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Darren Tofte (Assistant Campus Manager) and visual six monthly checks by Aylesbury Fire Systems Ltd., and a record kept in the fire log book.

Any defects on the system will be reported immediately to the Campus Manager, Martin Petersen and **Aylesbury Fire Systems Ltd. (Telephone: 01296 399994)**

A fire alarm maintenance contract is in place with Aylesbury Fire Systems Ltd. (Telephone: 01296 399994) and the system tested bi-annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Morgan Fire Protection will undertake an annual maintenance service of all fire fighting equipment.

On a regular basis, Darren Tofte (Assistant Campus Manager) and team check that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Martin Petersen (Campus Manager).

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by Darren Tofte and annually by Greenhills Electric Limited (telephone 01442 264126). Test records are located in the site's emergency lighting book.

MEANS OF ESCAPE

Daily Darren Tofte and team checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

<h3>FIRST AID AND MEDICATION</h3>
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FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

D block (Student Services), A block (main reception), B block entrance & B2, C block (out entrance), E block (entrance), F block (entrance), G block, H block (entrance), I block (in and out entrance), PE block (Gym, Pool & Dance) and Sportshall (P.E. office, entrance and dance studio).

Amanda Stone is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Sally Francis Ext. 265, Amanda Stone Ext. 264, Viv Boost Ext. 274, Tracey Breen Ext. 221, Rachael Peacock Ext. 244 and Jonathan Downs Ext 245.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Martin Petersen will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed. No student should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted. Adults will be accompanied at the discretion of the first aider.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Tel 999 for ambulance. Ambulance crew decides destination for sick or injured person.

SchoolHealth: 01727 732009

NHS111 – Call 111 when it is less urgent than 999.

Blood (and body fluid) Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Administration of medicines

All medication will be administered to students in accordance with the Supporting students with medical conditions policy.

No member of staff should administer any medicines unless a request form has been completed by the parent /carer.

The only medication kept and administered within school are those prescribed or brought in from home specifically for the student at the request of the parent /carer and with the consent of the Headteacher. Records of administration will be kept by Tracey Breen/Viv Boost/Sally Francis in Student Services.

All medications kept in school are securely stored in the Student Services Office with access strictly controlled. Where students need to have access to medication i.e. asthma sufferers, it will be kept in Student Services, and clearly labelled. This will be locked at 3.15pm, so students will need to make alternative arrangements for after school activities.

Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

APPENDIX 4

<h3>ACCIDENT REPORTING PROCEDURES</h3>

In accordance with the Academy Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Academy Incident and Dangerous Occurrence Report (IDOR) form.
- Copies of these forms are available Student Services.

The Headteacher will countersign the original copy of the RIDDOR form which is filed at Student Services.

- A local accident book at Student Services is used to record all minor incidents to students.
- School accident reports will be monitored for trends and a report made to the Governors via the Health & Safety Committee, as necessary.
- The Headteacher or his nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923. The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in

- a casualty being taken to hospital
- Employee absence, as the result of a work related accident, for periods of over 7 days or more (including W/E's and holidays)

These must be reported to the HSE within 15 days of date of the incident occurring. This is only if the incident is due to the state of the premises, lack of supervision or within a curriculum led session.

In every case where a incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the [County Health and Safety Policies and Guidance Manual](#). Click on underlined to access site.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable” to the Campus Manager. Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

<h3>HEALTH AND SAFETY INFORMATION & TRAINING</h3>

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

School Health and Safety committee comprising governors and staff representatives meeting once a term.

One governor meets annually with Martin Petersen to discuss health, safety and welfare issues affecting staff, students or visitors. The Annual Governor Inspection Form is completed and action points are brought forward for review by school management.

The teaching Trade Union appointed Safety Representative on the staff is Karen Hay NUT.

Communication of Information

Detailed information on how to comply with HCCs health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in staff room.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided. Records will be maintained by Kate Ward.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with :

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held centrally by the School Manager to co-ordinate health and safety training needs and to include details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to Martin Petersen and Darren Tofte any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Three Counties PAT Testing. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External PE equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by Andy Cracknell, Director of Learning: PE for any apparent defects and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Curriculum

Directors of Learning are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

An asset register will identify all work equipment and drive the need for risk assessments to be carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMPLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site staff and SandPit staff	Site staff and SandPit staff	Site staff and SandPit staff	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site staff	Site staff	Site staff	As per manufacturer's advice.

Radiation	RPS (Sam Head)			Annual
Chemicals	DOL/Senior Technician	Science staff	Senior Technician	As per CLEAPSS annual stock check
Pressure Vessels	DOL/Senior Technician	Science staff	Senior Technician	Annual
Gas Cylinders	DOL/Senior Technician	Science staff	Senior Technician	Annual
Gas outlets	DOL/Campus Manager	Science staff	Corgi registered contractor	Termly inspection by Senior Technician
Grounds maintenance equipment	Site staff	Site staff	Site staff	As per manufacturer's advice.
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Campus Manager	Catering staff Technology teachers	Corgi registered contractor	Annually
PE and play equipment	DOL PE	PE staff	Approved contractor (Design and Technology Services)	Annually
LEV, dust extraction /fume cupboards	DOL Technology	Technology staff	Approved contractor (Design and Technology Services)	14 monthly(max)
Technology Equipment	DOL Technology	Technology staff	Approved contractor (Design and Technology Services)	Annually
Art/Design Equipment	DOL Art	Art staff	Approved contractor (Design and Technology Services)	Annually
Portable electrical equipment	Site staff, Senior Science Technician, Network Support Manager	All	Three Counties PAT Testing Senior Science Technician, Network Support Manager	Annually

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the Directors of Learning are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2004**" (the "COSHH" Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health are Martin Petersen and Darren Tofte and Rachael Peacock for the SandPit Theatre.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site).
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are labelled clearly
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance in Managing Ionising radiatons and Radioactive sources.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- Member of staff in charge of radioactive sources (RPS) is Rhian Roderick, Science Teacher who is responsible for ensuring all records pertaining to radioactive sources are maintained.

APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques via the weekly bulletin.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by Martin Petersen, Campus Manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by Martin Petersen and Darren Tofte in conjunction with DOLs.

Inspections will be conducted jointly with the Health and Safety Sub-Committee if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Martin Petersen. Governors will be involved / undertake inspections on an annual basis and report back to the Resources Committee and Full Governing Body Meetings.

APPENDIX 11

ASBESTOS

The HCC Asbestos Policy, available on the [Property Matters](#) web site will be followed.

The asbestos register is held in the Caretaker's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are Martin Petersen, Darren Tofte and Dion Keyser. The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to Martin Petersen, Campus Manager who will contact the Asbestos Helpline on 0845 6030369

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Martin Petersen, Campus Manager.

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by Becky Dale following guidance contained in the [Education Health and Safety Manual](#).

These risk assessments are available for all staff to view and are held centrally.

Specific risk assessments relating to individual persons, e.g. staff member or young person/student are held on that individual's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by Tracey Breen following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Directors of Learning and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc and are held centrally.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#)

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator is Graeme Swann.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the headteacher or nominated member of the Leadership Group, Fergal Moane, Assistant Headteacher.

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The school's nominated person responsible for work at height is Darren Tofte. The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

All staff who habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

[HCC DSE Risk Assessment Form](#) is available on Connect.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing students to school or collecting them. Gates are kept shut between 3pm and 3.10pm. The students' and parents/carers' access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Michelle Ready and Martin Petersen following [County council guidance](#)

All hirers are informed on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc on an annual basis.

APPENDIX 18

CONTRACTORS

All contractors must report to main reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Martin Petersen, Campus Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all major contractor work.

APPENDIX 19

MINIBUSES

Martin Petersen is responsible for undertaking checks on and the operation of minibuses following guidance contained in the [County Guidance](#).

All minibus drivers should receive training by the HCC Road Safety Unit. Drivers will be issued with a copy of the code at the training sessions. A list of minibus drivers is held by the school manager.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

All staff are able to speak to the Headteacher and/or senior management members at any time. Faculties have regular meetings and are encouraged to support all members within their team. New staff are mentored and can join the "buddy system". The staff well-being programme is available to all staff and is designed to reduce stress, foster a supportive ethos and encourage a work/life balance.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

Darren Tofte will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

Darren Tofte will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.