



# Health Safety and Environmental Management System

## Issue 2 – December 2014

The Spencer Academies Trust retains **Full** responsibility for this Policy. It is the LGB's responsibility to ensure that the policy is implemented and monitored in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.

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Changes to policy:

- Issue number and date
- Policy available for staff on Learn Anywear
- Defect reports to Office Manager instead of Business Manager



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## 1.0 Introduction

Our school premises provide a working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and identify and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## 2.0 Aims

There are two principle aims that this policy sets out to achieve, they are:

- To provide a safe, secure and healthy working environment for staff and children.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

## 3.0 Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour;
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work;
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items;
- Administer appropriate procedures according to fire regulations;
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness;
- Have a procedure in place for reporting faulty equipment and near misses;
- Maintain regular checks of the building and safety and security;



- Be aware of the pressures on teaching staff and the possible effects which stress may have;
- Give guidance on lone working and personal safety;
- Lay down procedures to use if there is an accident;
- Give guidance on the use of images;
- Inform about what should be done in a case of emergency.

#### **4.0 Application and Communication of the Policy**

This is to be available and accessible for all and is to be kept in the school office and a copy is also available for staff on Learn Anywhere. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of their induction process which is to be undertaken as soon as is practicable upon their arrival and is to include a discussion with the Head Teacher/Principal based around this policy document and the unique issues involved with the particular establishment.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

#### **5.0 Health, Safety and Environment Sub-Committee**

A HSE sub-committee, responsible to the Resource Committee, will meet every six months under the chairmanship of the Principal to enable transfer of information up and down the school management chain. The governor with specific responsibility for matters of HSE management within the trust is to be included as an attendee.

The Head Teacher/Principal is to agree attendance lists and the minutes are to be distributed and displayed on the staff notice board.

#### **5.1 Standing Agenda for HSE Sub-Committee Meetings**

##### **5.1.1 Agenda**

- Apologies.
- Minutes from previous meeting.
- Matters Arising.



- Safety Management System (SMS) Review.
- KPI Reporting:
  - Lost time from accidents and ill-health.
  - Losses due to damage to property, equipment, machinery etc. (all instances in excess of £500).
  - Accident statistics (including near-misses) for staff and students.
  - Numbers of workplace inspections conducted and outstanding corrective actions.
  - Whether HSE Training requirements have been met, e.g. induction not completed, post holders not having completed training for staff/contractor posts during each six month period (maximum tolerable 10%).
  - How many risk assessments reviewed – changes to process/procedure as a result (minimum of 25% of assessments held).
  - Details of training courses staff attend and number of attendees.
  - All Emergency Response Plans (ERPs) reviewed, outcomes and details of resultant changes made/required.
  - How many emergency drills carried out and outcomes and details of resultant lessons learnt and changes made.
- Establishment maintenance management.
- AOB.
- Next meeting.

## **6.0 Organisational Responsibilities**

### **6.1 Governing body**

The governing body is responsible for:

- Providing an HSE Policy Statement.
- Identify an individual governor with specific responsibility for matters of Health Safety and Environmental management within the school.
- Undertake regular review (12 monthly as a minimum) of this master Safety Management Systems and ensure any revised requirements are reflected in the establishments' policies.



- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget.
- Ensure that Hazards are identified and risk assessments undertaken to minimise the potential impact of these hazards. Hazards and risk assessments are to be recorded for all school work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensure that the responsibility for communicating HSE matters is delegated to the Principal.
- Prioritising action on HSE matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken.
- Ensure that suitable and sufficient monitoring of HSE management arrangements are undertaken.
- Seek specialist advice regarding HSE matters where school staff lack confidence or competence to address these matters.

### 6.2 Principal

The Principal is responsible to the governing body for:

- The day to day management of HSE matters in the school in accordance with the HSE policy and ensuring the HSE arrangements are carried out in practice.
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that termly HSE inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Trust's Health and Safety Team.
- Ensuring that remedial action is taken following HSE inspections.
- Ensuring that information received on HSE matters is passed to the appropriate people.
- Identifying staff HSE training needs and arranging for them to be provided.
- Attending the school's HSE committee meetings.
- Drawing up the school's annual HSE action plan.
- Co-operating with and providing necessary facilities for trades union safety representative.



- Participating in the Trust's HSE auditing arrangements and ensuring audit action plans are implemented.
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current HSE standards.
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site.
- Seeking specialist advice on HSE matters where appropriate.
- Ensuring that HSE Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date.
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated.
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the HSE Team.
- Ensuring appropriate procedures for authorisation of school visits is followed.
- Participating in any HSE arranged by the Trust.
- Providing HSE induction training for all staff.
- Keeping staff HSE training records up to date.
- Ensuring that all statutory inspections are completed and records kept.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and ensuring they consult the asbestos log.

**Note:** in the absence of the Principal these responsibilities fall to the Vice Principal.

### 6.3 Vice Principal

The Vice Principal is responsible to the Principal for:

- All HSE matters of the school in the absence of the Principal.

### 6.4 School Business Manager

The School Business Manager is responsible to the Principal for:

- Ensuring that all equipment provided for the school is adequate for its intended use, is safe and correctly serviced, and properly maintained.



- Withdrawing from use any unsafe equipment, its proper repair and return, and where necessary its correct disposal.
- Initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment).
- Liaison with building works contractors and Trust specialist to ensure the safety of staff and pupils on school premises.
- Reporting to the Principal any problems or imminent danger associated with their responsibility as soon as it is practicable to do so.
- Evaluating the need for HSE training of staff and arranging its delivery.

### **6.5 Teachers with Specific Responsibility for Hazardous Activities**

Teachers involved in the teaching of Design and Technology, Sciences, Physical Education and Art are to ensure that equipment and processes involved are properly risk assessed and all equipment is fit for purpose.

Hazardous substances are to be managed as detailed in Section 7.8.

Staff involved in the erection of staging, lighting and associated equipment must ensure operators are qualified to operate this equipment and that the equipment is fit for purpose.

### **6.6 Caretaker/Cleaner-in-charge**

The Caretaker/Cleaner-in-charge is responsible to the Principal for:

- Ensuring so far as is reasonably practicable, the HSE provisions and procedures affecting cleaning and ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with LA policy.
- Maintaining a clean and effective boiler area.
- Maintaining a high standard of housekeeping.
- Noting and reporting to the Principal and Governors any problem, or imminent danger as soon as is practicable to do so.
- Active involvement with the Governing Body, especially the HSE Sub-Committee Committee on HSE matters.



## 6.7 All staff

All staff employed at the establishment has responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe working procedures are followed.
- Co-operating with the Trust, school governors and Principal on all matters relating to health and safety by complying with the HSE policy.
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
- Reporting immediately to the Principal/Line Manager any serious or immediate danger.
- Reporting to the Principal/Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in HSE inspections and the HSE Sub-Committee where appropriate.

## 6.8 Visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Principal will ensure that visitors are informed of HSE matters which may affect them during their visit.

Parents helping out in school will be made aware of the HSE arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the school business manager.

## 7.0 Arrangements

### 7.1 Risk Assessment

The risk assessment process is fundamental to the safe operation of the school, staff undertaking risk assessments are to be trained to ensure suitable and sufficient assessments are provided.



Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments held and proforma are kept in the school office. These are reviewed annually by the /Principal assisted by the staff subject matter expert.

Staff should inform the Principal if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant staff, nursing mothers, young persons (under 18yrs employees – work experience), persons with injuries, medical conditions or special needs and every off-site visit should be risk assessed.

### **7.2 Educational Visits and Journeys**

Each activity is to be assessed with guidance drawn from the Educational Visits Coordinator (EVC) and the Principal. The risk assessment must be proportionate to the level of risk involved. Regular activities should be assessed once and as long as nothing changes the risk assessment stands and is available for new staff undertaking this activity and only requires review if something changes e.g. the walking route to the local swimming baths has to be changed due to road works.

The risk assessment should address:

- Parental consent (where appropriate).
- Communication channels.
- Contingency planning.
- Emergency planning.

### **7.3 Work Experience**

We welcome work experience students to the school. In order to make sure that their experience is beneficial it is important to:

- Follow the work experience risk assessment.
- Ensure an appropriate match between the student and the activity.
- Ensure appropriate supervision at all times.

Work experience students are co-ordinated by the Vice Principal(s). Their class teacher is responsible for ensuring their induction is completed and for mentoring them whilst on site.

### **7.4 Stress Amongst Staff**

The Principal and fellow staff members are to be aware of other staff members and should be capable of recognising the early signs of stress. Any staff member who has concerns about a fellow staff member should confidentially make their concerns known to the Principal so that appropriate actions can be undertaken. The signs of stress are:



- High level of anxiety.
- Low self-esteem.
- Inability to concentrate.
- Being more prone to accidents/incidents.
- Headaches/migraine.
- Depression.
- Panic attacks.
- Chest pains.
- Stomach problems.
- Relationship problems.

## 7.5 HSE Training

HSE training should where appropriate address:

- This school HSE Policy and Manual.
- Codes of practice and guidance.
- Risk assessment.
- Fire and emergency arrangements.
- First aid and administration of medication policy and arrangements.
- Educational visits policy.
- Accident reporting arrangements.
- Legionella and asbestos management arrangements.
- Loan worker arrangements.
- Display screen equipment management arrangements.
- Manual handling arrangements.
- Access equipment policy.
- HSE inspection policy.



- Provision and use of work equipment (fitness for purpose).

## 7.6 Defects

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the School Business Manager or Principal.

The School Business Manager and Caretaker/Cleaner-in-charge, in consultation with the Principal, if necessary, will take steps to have the defect rectified, e.g. by notifying the Trust Facility Manager.

Details of the defect will be reported on a Defects Report Form, which is signed and dated and sent to the Office Manager

The contents of the defect register will be checked weekly by the School Business Manager and Principal.

## 7.7 Electrical Equipment Management

Testing of portable appliances is carried out annually. The PAT register is kept in the school office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the inventory by the admin staff. All defective items are to be quarantined awaiting disposal or repaired.

When using electrical equipment, a visual check should be carried out. All members of staff should be vigilant for:

- Damage to plugs and switches.
- Damage to leads.
- Correctly fitted connectors.
- Coloured insulation of the internal wires not showing at plug or appliance.
- Damage to outer case of equipment.
- Signs of overheating.
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.
- The appliance being used for the purpose it was designed for.

## 7.8 Control of Substances Hazardous to Health (COSHH)

All hazardous substances held within the establishment are to have current Material Safety Data Sheets (MSDS) with supporting COSHH assessments (where required) which looks not only at the substance in its basic condition but also at how and where it is being used and any additional precautions that should be adopted.



### 7.9 Location of Mains Isolations

Cleaner-in-charge to enter detail specific to their establishments

SERVICE	LOCATION OF ISOLATION POINT
Water	
Electricity	
Gas	

### 7.10 Fire Management

The school maintains a Fire Risk Assessment which details:

- Ignition sources.
- Combustible materials.
- Fire Detection.
- Fire alarm systems.
- Emergency lighting.
- Fire fighting equipment.
- Evacuation routes.
- Emergency responses (Details of who calls for the emergency services).
- Muster points.
- Access for emergency services.

Emergency procedure covering a range of hazardous situations which may arise in the establishment can be found in the school's emergency plan (derived from risk assessment).

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

### 7.11 Fire drills

Fire drills are held at least termly and will on occasion include:

- The blocking of an exit.
- The removal of a child to test effectiveness of register checks.
- Lunchtime drills.

### 7.12 Responsibilities during fire drill

Principal or Vice Principal	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade
Teachers (teaching assistant/ mid-day supervisor)	Roll call Registers
Office staff	Checking visitors

### 7.13 Responsibilities for class-teachers (or teaching assistant/ mid-day supervisor if class-teacher not onsite)

During the **first day of school** all class-teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used.
- Assembly point.
- Action on discovering a fire.
- Keeping gangways clear.

**Fire exit to be used** – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

**Assembly point** – detailed in the establishment fire risk assessment for their registration groups and published on the classroom Fire notices. Where children have been in sets or working in other groups, they should return to their registration group, whenever, possible, for roll call.

**Action on discovering a fire** – children should inform someone immediately and should never try to put a fire out themselves.

**Keeping gangways clear** – children should be reminded about hanging coats and bags out of the way. Corridors should be kept tidy at all times.

**Reporting** – registers will be taken out on to the assembly points. Once the register has been taken teachers should inform the Principal that the class are all present. The Principal is to ensure all members of staff are accounted for. The Principal is to report the registration check to the senior attending officer from the Local Area Fire Brigade (LAFB) service and the senior police officer. Additionally a list of hazardous and flammable substances is to be compiled by the Caretaker/Cleaner-in-charge and held in the school office, this is also to be given to the LAFB service if appropriate to the emergency.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see ‘Emergency procedure’ document. This also provides information about the notification of staff, parents and the Trust management in the event of school closure.

No attempt to re-enter the building is to be attempted until clearance has been given by the LAFB Service Officer via the senior staff member on site.

#### 7.14 Routine tests and checks

Daily (the Caretaker/Cleaner-in-charge)	<p><b>On arrival</b> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working</p> <p><b>On leaving</b> Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed</p>
Weekly (the Caretaker/Cleaner-in-charge)	<p>Test fire alarm systems and record in Cleaner-in-charge log Test one alarm each week on a rota</p>
Monthly (the Caretaker/Cleaner-in-charge)	<p>Check extinguishers are in the correct place and indicating correct pressure</p>
Termly (the Principal)	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>
Six monthly (the Caretaker/Cleaner-in-charge)	<p>Check emergency lighting and record in log</p>
Annually (Contractor)	<p>Test fire alarm system Annual inspection of fire extinguishers</p>

Fire notices are contained in each room.

## 7.15 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

The response to any incident is dependent upon the nature of the incident with the priority being the safety of staff and pupils, to this end in the event of an incident the following guidance is given:

- Raise the alarm and call for assistance.
- Administer first aid.
- Administer medication (if required).
- Make the area safe by exclusion barriers or tape.
- Preserve any evidence (for future investigation).

Where necessary parents/guardians or other appropriate persons are to be notified of the incident.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event.

Accident book(s) are kept in the school office and are to be reviewed monthly by the Principal.

Within the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) instances are to be reported to the Health and Safety Executive (HSE), a telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) or online as soon as possible after the incident and formally using an F2508 or F2508a (available on the HSE website <http://www.hse.gov.uk/riddor/report.htm>) within 15 days of the incident.

## 7.16 First Aid

The school office is to retain details of the local GP and accident and emergency facility in case emergency advice is needed. The school maintains details of school staff members that are qualified as first aiders to either:

- First Aid at Work level.
- Paediatric First Aid level.
- Emergency Aid for Schools level.

This list is to be available in the school office and the staff room.

### **7.17 First aid equipment**

The number and position of first aid boxes is to be determined by risk assessment, they are to contain only approved equipment, together with guidance on the treatment of injured persons. It is also to contain latex gloves, which must be worn by those administering first aid treatments, particularly if blood is present; this is to prevent risk of blood transmitted disease.

Portable first aid boxes are to be available for supervised out of school activities.

First aid box content is to be checked monthly and stocks replenished from a reserve held in the school office.

### **7.18 Injury/ill health procedure**

In any case where concern about staff or pupil the following precautions are to be adopted:

- Individual is to be seen by first aider as soon as possible.
- First aider assesses the injury/concern and recommends the level of treatment required.
- The decision is communicated to the class teacher and Principal and school secretary if parents are to be contacted.
- Parents are informed if necessary.

#### **Levels of action include:**

- Treatment on school premises for minor ailments/ accidents – Accident Book.
- Treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Accident Book.
- Parents contacted immediately – Accident Book .
- If parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book.
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed (pupil to be accompanied to hospital by a teacher).

#### **In each case every attempt should be made to:**

- Check the injury to the best of our ability

- Inform the relevant people in the case of more serious incidents. This includes:
  - The Head Teacher/Principal.
  - The parents.
- Keep accurate records of the injury, events leading up to the injury and actions subsequently.
- Always err on the side of caution.
- Consider the needs of the child as central to all actions.

### 7.19 Administration of Medicines

**There is no legal duty which requires school staff to administer medication; this is a voluntary role.**

Children requiring medication are to be the subject of a health care plan, details of how to prepare such a plan is available in the 'supporting pupils with medical needs' published by the Department for Education, as well as examples of other supporting forms. Cooperation between Parents, the Principal, local GPs and voluntary assistants will ensure suitable support for these pupils enabling normal integration into the education system.

Comprehensive unique training is required for volunteers to be able to undertake the administration of medication to children; support for this may be available from the 'School Health Service'.

When deciding on support levels for a pupil the following should be considered:

- Parental written consent.
- Record keeping.
- Storage of drugs.
- Transport of drugs.
- Administration method.
- Self-administration by the child (and the level of supervision required).
- School trips.
- Sporting activities.
- School transport (If relevant).
- Disposal of medicines.



- Hygiene/infection control.
- Emergency procedures.
- Intimate or invasive treatments
- Confidentiality.

Children with Asthma require immediate access to their inhalers, where assessed as appropriate children should be allowed to self-administer this medication. If the child is too young or immature to take responsibility for their inhaler it should be retained in a safe place and remain readily available with the child's name clearly marked on it. It is advisable that parents provide the school with a spare inhaler in case of loss or failure.

## **7.20 Lone Working and Personal Security**

There may be occasions when staff will undertake work which will require them working alone in the school or to enter the school premises in response to an alarm, these activities should be subject to a risk assessment.

The Trust, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

## **7.21 Key holders responding to an alarm**

Please note:

- Always assume an alarm is genuine.
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- Take a torch and a personal attack alarm with you.
- Take a mobile phone.
- Look outside your own home before going out in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.



- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

### **7.22 Staff working alone in the building**

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are, what time you will be home and provide contact details.
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police.
- Always be alert when leaving the building.

### **7.23 Key holders managing lettings**

- As far as possible only open up the part of the building which has been hired.
- For locking up, return to the building before the hirers leave.
- Check the areas for any hidden intruders before the hirers leave.

### **7.24 Leaving an empty building**

- Carry out locking up and security checks from the inside of the building wherever possible.
- Start the locking up process while there is still staff inside the building.
- Set all alarms.
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.

## 7.25 In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked who they are reporting to. Assuming the person seems to have a valid reason they should be escorted to the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so.
- The most senior member of staff available should be informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

## 7.26 In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site all possible safety measures e.g. taking pupils inside, closing all doors etc. are put into operation.
- Alert colleagues who should call emergency services and seek assistance.
- Monitor the intruders and check their progress.

## 7.27 In the event of an abusive parent/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.



### **7.28 In the event of it being suspected that a pupil is carrying a weapon**

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

### **7.29 Reporting Incidents**

Record all incidents, however, minor, including all alarm responses and all trespass incidents to the admin office. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the Head Teacher/Principal, as it is a serious matter.

### **7.30 Access and Lifting Equipment**

Members of the teaching staff are not qualified to use access equipment including ladders or step ladders, any operations requiring the use of such equipment should be undertaken by contracted resources or the cleaner-in-charge.

The maintenance and checking of access and lifting equipment is the responsibility of the Caretaker/Cleaner-in-charge or any contracted workers on site who should bring their own equipment and not borrow any owned by the school.

### **7.31 Other Contracted Staff**

The management of these service providers are to ensure all activities under their control are safely, assessed and managed and all equipment maintained in a suitable condition for use and securely stored away from students.

Hazardous areas under their control, e.g. kitchens and tool sheds, are to be managed to ensure access is restricted to those individuals entitled to have access.

### **7.32 Display Screen Equipment (DSE)**

The Principal is to identify those members of staff classified as DSE users and ensure that workstation assessments are undertaken, with the provision of free DSE eye tests.

### **7.33 Sports Equipment and Outdoor Play Equipment**

The subject specialist teacher and Principal are to jointly assess equipment suitability prior to purchase. During the purchase, due consideration is to be given to the inspection and maintenance of this equipment by suitably qualified and experienced persons this may require to be contracted out (consult the trust insurance company).



Prior to use the teaching staff are to undertake a basic visual inspection to ensure there is no obvious hazard posed during the use of this equipment and they are to ensure that the equipment is used in the way it was intended to be used.

### **7.34 Personal Protective Equipment (PPE)**

PPE will be issued free of charge if identified through the risk assessment process. All employees and contracted staff are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use or is used by the students.

### **7.35 Asbestos Management**

The Principal is responsible for the maintenance of a log book which records the results of any asbestos surveys undertaken is a comprehensive record detailing any area of the school structure where asbestos is known to exist this enable this information to be passed to contractors. It also indicates where an asbestos survey may be required as part of any contract negotiations prior to intrusive work to the school structures.

### **7.36 Smoking**

The Governing Body has prohibited smoking in the school and in vehicles under its control.

#### **Notes:**

- **Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.**
- **The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.**

## **8.0 Environmental Management**

The school management of environmental issues is based on the principles of:

- Daily waste collection from classrooms.
- Segregation of waste at source.
- Clinical waste disposal.
- Disposal of chemicals (possibly hazardous waste).
- Reduce – packaging, raw materials, use of environmentally damaging material.
- Re-use – one sided printing, boxes, raw materials.



- Recycle – can materials that have to be removed from the establishment be segregated and sent for re-cycling i.e. paper, card, food waste, green waste etc.

All redundant/defective electrical items are required by law to be recycled and must not be disposed of as ordinary waste.

## **9.0 Monitoring the Health, Safety and Environmental Performance**

### **9.1 Policy Review**

The governors are to review this policy document annually, and the policy statement is to be resigned by the Chair and re-issued.

### **9.2 Safety Inspections**

In addition to the normal diligent observation by the school staff and Caretaker/Cleaner-in-charge there are to be internal inspections undertaken each term. Where possible, the HSE Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body are encouraged to participate with safety inspections where practicable, thus demonstrating governance.

The findings from these inspections are to be presented to the trust board member with specific responsibility for health and safety for endorsement and review of any arising resource issues. Once endorsed, they are to be displayed in a prominent position to further demonstrate commitment to health, safety and environmental management and to show continuous improvement in this area.

The Principal is to prepare an annual HSE report for review by the whole governing body and the Trust.



# Appendix 1

## HSE Policy Statement



## HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

To ensure a secure, pleasant and trusted place of work and to enable the high level of education we all strive for, the trust knows that the protection of their employees, contractors, visitors and the students from foreseeable dangers is essential. Achieving this relies upon strong leadership at all levels and cooperation from all stake holders.

As Chair of the Local Governing Body, I take personal responsibility for the provision and maintenance of the safe working environment for all employees by providing suitable and sufficient resources to achieve this aim.

Our Health, Safety & Environmental Management System (HSEMS) defines our responsibilities, policies, procedures and arrangements. The HSEMS is monitored and kept up to date by our designated HSE Governor, who also provides competent advice to all our personnel on HSE matters. Through our HSEMS we ensure that:

- We comply with our regional, national and international legislative duties.
- Our activities are in line with current educational best practice.
- HSE risks are identified, evaluated and either eliminated or controlled.
- Our staff are appropriately trained and competent.
- Our HSE procedures are adhered to.
- Sub-contractors manage HSE in line with this policy.

We understand that effective communication is key to the effective implementation of this policy and the supporting management systems. This policy statement is freely available to all school employees and sub-contractors.

We promote a culture within the trust where all employees share a commitment to the aims of this policy and they are encouraged to enhance their competence levels by developing new skills through training, work experience and in house mentoring.

HSE performance is included in all staff appraisals. Within the school we believe that all accidents are preventable. Our aim is to prevent injuries to personnel and to prevent pollution from being released into the environment.

Our Principal will always be allocated adequate resources to address HSE concerns.

Our aim is to continually improve HSE performance. To achieve this we measure our HSE performance by:

- Setting measurable objectives and targets.
- Listening to our staff.
- A programme of internal inspection (and audit is required).
- Reviewing progress of objectives and targets.
- Periodic review by the Local Governing Body and the Spencer Academies Trust.

This policy will be periodically reviewed and is available to all stakeholders on request.

Chair of the Local Governing Body