

Health & Safety at Work Policy

Statutory Policy

Initial Policy:	June 2001
Policy updated:	June 2015
Next Review:	June 2016
Key Person:	C Cornhill

Statement of Intent

It is the intention of the Board of Directors and Headteacher to ensure so far as is reasonably practicable, the health, safety and welfare of all students, staff and other users of these premises including members of the public. And also during activities which are undertaken within the community.

This will be achieved by:

1. Providing and maintaining a safe and healthy working environment ensuring the welfare of all persons.
2. Maintaining control of health and safety risks arising from our activities.
3. Complying with statutory requirements as a minimum standard of safety.
4. Consulting with all staff on matters affecting their health, safety and welfare.
5. Providing and maintaining safe systems, equipment and machinery.
6. Ensuring safe handling, storage and use of substances.
7. Providing appropriate information, instruction and supervision for everyone.
8. Ensuring staff are suitably trained and competent to do their work safely.
9. Continually developing a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
10. Assessing risks, record significant findings and monitor safety arrangements.
11. Reviewing and revising safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
12. Developing and maintaining a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Directors will be instrumental in its implementation.

Organisation

The overall responsibility for health and safety at Wildern School is held by the Board of Directors and Headteacher who will:

1. Ensure that health and safety has a high profile.
2. Ensure adequate resources for health and safety are made available.
3. Consult and advise staff regarding health and safety requirements & arrangements.
4. Periodically monitor and review local health and safety arrangements.

Health & Safety Officer

The Health & Safety Officer for the school is Hilary Manton who will act to:

1. Develop a safety culture throughout the school site.
2. Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
3. Assess and control risk on the premises as part of everyday management.
4. Ensure a safe and healthy environment and provide suitable welfare facilities.

5. Make operational decisions regarding health and safety.
6. Ensure periodic safety tours and inspections are carried out.
7. Ensure significant hazards are assessed and risks are managed to prevent harm.
8. Ensure staff are aware of their health and safety responsibilities.
9. Periodically update the Governing Body as appropriate.
10. Produce, monitor and periodically review all local safety policies and procedures.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

1. Supporting the schools health and safety arrangements.
2. Ensuring their own work area remains safe at all times.
3. Not interfering with health and safety arrangements or misusing equipment.
4. Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
5. Reporting safety concerns to their line manager or other appropriate person.
6. Reporting any incident that has led, or could have led to damage or injury.
7. Assisting in investigations due to accidents, dangerous occurrences or near-misses.
8. Not acting or omitting to act in any way that may cause harm or ill-health to others.

Health & Safety Advisor

The Facilities Manager is the Health & Safety Advisor to the school and will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Health & Safety Officer. He will represent the staff with regard to their health and safety at work. He is expected to promote a positive safety culture throughout the school and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements. He is to work within his level of competence and seek appropriate guidance and direction from the Health & Safety Officer, Headteacher or the Health & Safety consultant as required.

Senior Leadership Team, Directors of Learning, Department Heads, Department Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the Directors of Learning, Department Heads & Supervisors. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.

Health & Safety Meetings

Health and Safety matters will be discussed as agenda items during all Directors meetings, Curriculum Development meetings and Support Staff development meetings etc. The purpose of this is to assist in the assessment of safety related matters and provide

appropriate support to the Headteacher and Health & Safety Officer. Their purpose is to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. All agenda minutes are to be copied to the Facilities Manager who will retain them for auditing purposes.

Fire Safety Co-ordinator

Graham Simpson is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. He is to attend the fire safety risk assessor training course and refresh this training every three years. The Fire Safety Co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The Fire Safety Co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Health & Safety consultant as required.

Facilities Manager

The Facilities Manager is the competent person for the overall management of general premises facilities and acts on behalf of the headteacher. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within their level of competence and seek appropriate guidance and direction from the Health & Safety Officer/ Headteacher and/or the Health & Safety Consultant as required.

Legionella Competent Person

The Facilities Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Health & Safety Officer / Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to complete a Legionella awareness course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative and school requirements. He will advise the health & safety officer / headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the Health & Safety Officer / Headteacher and/or the Health & Safety Consultant as required.

Asbestos Competent Person

The Facilities Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Health & Safety Officer / Headteacher to provide the necessary competence to enable asbestos to be managed safely. He is to periodically complete the asbestos management training course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance

with legislative and school requirements. He will advise the health & safety officer / headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Health & Safety Officer / Headteacher and/or the Health & Safety Consultant as required.

Accident / Near Miss Investigator

The on-site trained accident / near miss investigator is the Facilities Manager who will lead on all accident investigations in accordance with school procedures. He is to work within his level of competence and seek appropriate guidance and direction from the Health & Safety Officer / Headteacher and the Health & Safety Consultant as required.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Health & Safety at work act 1974, and all other relevant regulations produced as a result of this act including the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Wildern School and are to be used alongside other current School procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident or near miss Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with school and policy requirements.

Any accident, incident or injury involving staff, pupils, visitors or contractors are to be reported and recorded in the Accident Report Book held in the medical room.

Minor accidents to students are to be recorded in the student accident book 'bump register' located in the medical room.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the HSE's on-line reporting system by the schools accident investigator.

All significant accidents, incidents and near-misses are to be immediately reported to the Health & Safety Officer / Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Health & Safety Officer / Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by termly statistics for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and

investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration Of Medicines

Arrangements regarding medicines are set out in the Supporting Students at school with Medical Conditions (inc. First Aid) policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at the Site Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Facilities Manager in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Health & Safety Officer/ Headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the relevant contractor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

Child Protection

Arrangements regarding child protection are set out in the Safeguarding policy, for users of the school site including community provision.

Community Users/Lettings/Extended Services

The Director of Community, Graham Simpson, will ensure that:

1. Third parties and other extended service users operate under hire agreements.
2. A risk assessment for the activity is completed by the third party hirer.
3. The premises is safe for use and is always inspected prior to, and after each use.
4. Means of general access and egress are safe for use by all users.
5. All provided equipment is safe for use.
6. Fire escape routes and transit areas are safe and clear of hazards.
7. Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

School approved contractors are always to be used for contractual work on the premises. Appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The Safe Selection of Contractors Checklist is to be used to determine competence of non approved contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to reception where they will be asked to sign the visitor's book, and will be directed / put in contact with the site staff and asked to check / sign the asbestos register if required. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Site staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the premises.

Directors will ensure that contractors have a H&S policy and are operating within it. A book will be maintained in the site office that contractors will sign to confirm they are aware of their H&S obligations to the school and have the necessary documentation to reflect that.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must carry out periodic workstation assessments using the electronic Workstation Assessment Form available from the Facilities Manager. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years & when significant changes have been made to workstations including office moves. New members of staff will automatically be sent an assessment form for completion as part of their induction process

Dogs on school grounds

Dogs are not permitted on school grounds with the exception of guide dogs, other recognized "assistance dogs" and dogs intended for educational purposes as part of structured lessons

Electrical Equipment

The Health & Safety Officer / Headteacher will ensure that:

1. Only authorised and competent persons are permitted to install or repair equipment.
2. Where 13-amp sockets are in use, only one plug per socket is permitted.
3. Equipment is not to be used if found to be defective in any way.

4. Defective equipment is to be reported & immediately taken out of use until repaired.
5. All portable electrical equipment will be inspected/tested at intervals as directed by the school electrical safety guidance.
6. Equipment testing/inspection can only be carried out by a competent person.
7. The competent person to be used is listed in the school electrical safety guidance.
8. Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
9. New equipment must be advised to the person responsible for that area in order that it can be added to future PAT testing schedules.
10. Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the relevant department head and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the schools emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEP) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. The requirement for a staff PEEP will be determined using a vulnerable person risk assessment and for pupils; a Temporary Disability Report and / or PEEP which is generated by Learning Support.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Health & Safety Officer / Headteacher will ensure through the Fire Safety Co-ordinator that:

1. All staff complete mandatory fire safety training.
2. Fire safety procedures are readily available for all staff to read.
3. Fire safety information is provided to all staff at induction and periodically thereafter.
4. Fire safety notices are posted in the key areas of the building close to the fire points.
5. Evacuation routes and assembly points are clearly identified.
6. Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly points in the event of fire.
7. All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
8. Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the schools fire safety manual.

9. The fire risk assessment is reviewed annually by the Fire Safety Consultant and Fire Safety Co-ordinator and amended as new hazards or required amendments are identified.

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. First Aid trained staff are located in the medical room during school hours and in the d@rt and leisure centre out of school hours.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Defibrillators are available on site in the Leisure Centre, the Dart Centre and the medical room for use by appropriately trained staff. All leisure centre Duty managers and reception team are trained to use these. In the Dart Centre all of the main Dart Team are fully trained to use the defibrillators too.

The following staff are trained to use the defibrillator: Leisure centre Duty Managers, Community Arts Manager, Community Coordinator, Community Arts Assistants, the Matron team, the PE Department and Deputy head teacher, Steve Mann. Only these staff are eligible and qualified to use the defibrillator.

The decision to use the defibrillator should be made by qualified members of staff only. The use of the defibrillator does not remove the need to call for emergency medical support.

After use, the trained member of staff who used the defibrillator should report its use to the Facilities Manager to ensure that the machine is checked and deemed ready for further use. Any equipment used from the medical pack must be replaced immediately.

The Director of Community, in consultation with the Leisure Centre and Community Arts Manager, is responsible for ensuring named staff are fully trained and receive refresher training to ensure safe usage of the defibrillator machines

The Facilities Manager should ensure that the defibrillator machines are checked on a weekly basis as outlined in the operating manual. Checks should be recorded on the appropriate Defibrillator Check Log-sheet.

Defibrillator Users must report to that Facilities Manager any use of the defibrillator to ensure that the machine is checked and ready for use again. The user must also ensure any equipment/supplies they have used is replaced.

General Equipment

All general equipment requiring statutory / compliance inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors such as the term contractor under local school arrangements, and as per the schools premises management policy document.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

1. All corridors and passageways are kept free from obstruction.
2. Shelves in storerooms and cupboards are stacked neatly and not overloaded.
3. Floors are kept clean and dry, and free from slip and trip hazards.
4. Emergency exits and fire doors are not obstructed in any way.
5. Supplies are stored safely in their correct locations.
6. Rubbish and litter are cleaned and removed at the end of each working day.
7. Poor housekeeping or hygiene conditions are immediately reported.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Health & Safety Officer / Headteacher. The premises COSHH assessors acting on behalf of the Health & Safety Officer / Headteacher are:

Chris Cornhill – Site
Steve Mills – Site
Dawn Ronayne – Art
Shirrelle Snape – Science
Pam Parsons – Science
Mike Stokes – CDT
Lois Maskeylane – Leisure Centre
Rob Meaden – Leisure Centre

These staff have undergone the 1 day COSHH training course. If required department head teachers are to appoint a COSHH assessor and arrange training as appropriate.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage when not in use. This is to remain locked at all times.

Holiday periods

During holiday term time only staff are to sign in/out at the site office to ensure a record is kept of personnel on site should there be an emergency evacuation.

Staff are to be aware of lone working procedures and arrangements to be adhered to, when working alone during the holidays. This is available from the site office.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should immediately be reported to the site team using the on-line fault reporting tool. Urgent concerns should be reported immediately either by telephone; ext 147 or by radio via reception. All teaching staff are to ensure that their teaching areas are safe both before and during lessons.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

Routine documented inspections of the premises will be carried out every term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the schools Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the site team as above. Any identified high level risks or safety management concerns are to be raised at Director, curriculum and support staff meetings.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Health & Safety Director. These documented inspections will examine all areas of the safety management system and will be carried out using the annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorized staff in accordance with their identified safe working procedures. Authority and procedures for local management of the main kitchen is controlled by the Kitchen Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas such as The d.@rt, is to be controlled by local managers.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the HSE approved code of practice ACOP L8. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. A legionella assessment has been completed by a professional consultant and will be reviewed annually.

Lone Working

All lone working is to be approved by the responsible manager/headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are to be risk assessed by line management to ensure safety arrangements are made.

Minibuses

Steve Richardson is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the schools Minibus Policies. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses. All minibuses are to receive annual MOT and Servicing by an authorized service centre which is currently Hendys.

Moving and Handling

Staff who regularly handle or move heavy or awkward items, equipment or children must attend specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the schools Policy for Off-Site Activities and the Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the schools Physical Intervention Policy.

Provision of Information

The Health & Safety Officer / Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided by a combination of meetings, announcements, e-mails and signature based correspondence.

Local health and safety advice is available from Chris Cornhill.

A copy of this policy is held in the staff handbook, this policy and all other policies are held in the staff room and electronically in the following location - Y:\Curriculum\POLICIES.

The *Health and Safety Law* poster is displayed in the staff room, room 216 and the site office. A health and safety notice board is located in room 216.

The Health & Safety staff handbook is available electronically via the WIN 'Wildern Interactive Network' and this hand book details all procedures and relevant forms required. Department Heads with staff who do not have access to this information must make them aware of its contents.

Risk Assessment

General risk assessment management will be co-coordinated by Chris Cornhill in accordance with Senior Leadership Team Guidance. He will oversee the correct completion of risk assessments as appropriate.

Generic risk assessments must be undertaken for all areas. Where a significant risk is identified or a possibility of such risk exists, a Specific risk assessment for that task or activity must be completed.

The trained risk assessors on site are:

Chris Cornhill - Site
Steve Richardson – Site
Tim Dalton – Punnet
Dave Clark – Punnet
John Watson – IT
Alison Neasom – Community
Dawn Ronayne – Art
Emma Brand – PE
Dan Edwards – Leisure Centre
Shirrelle Snape – Science
Arianne Turner – Science
Mike Stokes – CDT

Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work, and who are deemed to be competent.

All risk assessments and associated control measures are to be approved by the Health & Safety Officer, Senior Leadership Team (SLT) link, department head, or their delegated member of staff prior to implementation.

Completed risk assessments are listed in a Risk Register on the WIN and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines & risk assessments.

Smoking

Smoking is not permitted on the premises including the use of e-cigarettes.

Stress & Wellbeing

Wildern School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are provision of adequate supervision, information and training for all tasks undertaken. Also by performance assessment and gaining feedback using one to one IPP sessions, and staff questionnaires.

Wildern School are members of the staff healthcare scheme which seeks to provide for the welfare of all staff. Arrangements for this are contained in the staff health care scheme policy.

Swimming Pool Management

Arrangements regarding swimming pool management are set out in the swimming pool policy and procedures, and in accordance with HSE ACOP - HSG 179.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the schools Induction Checklist.

The Health & Safety Officer / Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out by the department head from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy which will be sent electronically where possible followed by a discussion with the H&S advisor regarding contents and any other concerns. Once satisfied a check sheet must be completed and signed before a staff id badge is issued.
- Appropriate local training regarding risk assessments and safe working practices will be conducted through staff meetings and CPD sessions.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities through formal training courses or staff CPD sessions.
- Periodic refresher training that will not exceed three yearly intervals.

Training records are held by The Personnel Department who are responsible for co-ordinating all health and safety training requirements, maintaining the Schools health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated at Wildern School.

Staff must report all such violent and aggressive incidents using the correct form available on the WIN, to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors badge and asked to sign the visitor's book.

Work at Height

Work at height is always to be undertaken in accordance with the Working at height regulations 2005. At Wildern School general work at height will be undertaken in accordance with the on-site generic risk assessments for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief.
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person.
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

[Linked Policies: Adverse Weather Policy](#)
[Animal Handling Policy](#)
[Behaviour for Learning - Behaviour Management](#)
[Cycle Policy](#)

Health & Safety at work – Community
Minibuses
Offsite Activities
Physical Activity
Physical Intervention
Premises Management
Safeguarding
Staff Healthcare Policy
Supporting Students at School with Medical Conditions (inc. First Aid)
Swimming