



# Health & Safety Policy

Date adopted: ..... 20/09/18 .....

Headteacher signature: ..... [Signature] .....

Chair of Governors signature: ..... [Signature] .....

Revision Date : September 2019

**Dated:** 01 Oct 18  
**Review Date:** 01 Oct 19



## **HEALTH AND SAFETY POLICY**

### **Y Pant School**

#### **PART 1 STATEMENT OF INTENT**

The Governing Body of Y Pant 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 establishment'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, and/or issued to, all members of staff and will be available in the staff area on the school's computer network. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- Rhondda Cynon Taff County Borough Council's (RCT) General Health and Safety Policy Statement – HS1

Signatures:

**Mrs Sian Bolton**

**Chair of Governors**

**Mrs B Cheetham**

**Headteacher**

Dated: 01 October 2018

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All queries relating to the Health and Safety Policy should be directed to the School Estates Manager in the first instance on 01443 562517.

## **PART 2      ORGANISATION**

As the employer, RCT CBC has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

### **Responsibilities of the Governing Body**

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance, to this end the Governing Body will use RCT's Health and Safety Compliance Audit (September 2016);
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to RCT 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 health and safety culture and high standards of health and safety within the establishment under the link governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of RCT's policy and procedures.

## **Responsibilities of the Headteacher:**

Overall responsibility for the day to day management of health and safety in accordance with RCT's and the school's health and safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head 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:

- Co-operating with the Local Authority (LA) and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to RCT any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with RCT policy.

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.

The task of overseeing health and safety on the site has been delegated by the Head to the Estates Manager

Within departments this task is further delegated to the relevant Head of Department

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

### **All Heads of Department should:**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

- Maintain or have access to an up to date library of relevant published health and safety guidance and best practice from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems, members of staff refer to them and inform the Estates Manager of any problems to which they cannot achieve a satisfactory solution;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **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 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 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 immediately to their line manager.
- 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 / 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**

Detailed information on Arrangements can be found in the staff area on the school network.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
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Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling
Appendix 13	-	Asbestos
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Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella

**General Risk Assessments**

The school Risk Assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the Estates Manager following guidance provided by RCT and are approved by the Headteacher.

All Risk Assessments are available for all staff to access via the Staff T Drive. Each Head of Department will be responsible for their respective areas and will sign the Risk Assessment. A hard copy will be held by the Estates Manager.

Risk Assessments will be reviewed on an annual basis or when the work activity changes, following incident, changes in regulation/best practice, whichever is the soonest. Staff is made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific Risk Assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file or Department. This will be undertaken by the Estates Manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such Risk Assessments will be reviewed on a regular basis.

**Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department using the relevant codes of practice and model Risk Assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model Risk Assessments and significant findings incorporated into texts in daily use scheme of work.

All LA schools have a subscription to CLEAPSS and in Science, Home Economics, Art and DT their publications can be used as sources of a model Risk Assessment.

In addition the following publications are used as sources of model Risk Assessments for secondary schools: Model assessments are adapted to reflect actual working practices/equipment etc?

[BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]

[Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>]  
[Topics in safety, 3<sup>rd</sup> Edition ASE 2001]

[National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx> ]

[Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/> ]

<b>OFFSITE VISITS</b>
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All offsite visits will be planned following guidance contained in the school's Educational Visits policy.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, sports matches and all residential and overseas trips. This will be done via the use of Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of all non-routine offsite visits. Relevant Risk Assessments, participants' names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and Risk Assessments relating to the trip to the school's Educational Visits Co-ordinator. The school Estates Manager who will check the documentation and planning of the trip will initially approve the visit before referring to the Headteacher with delegated authority for approval.



<p><b>HEALTH AND SAFETY MONITORING AND INSPECTION</b></p>
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A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the school Estates Manager.

Monitoring inspections of individual Departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the Estates Manager.

The person undertaking such inspections 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 the Headteacher.

A named governor, will be undertaking health and safety process scrutiny on behalf of the governing body on an annual basis and report back to the finance and buildings committee of the governing body. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with RCT health and safety representative(s) on occasion.

RCT's Health and Safety Compliance Audit will provide the template for the review cycle.

Condition surveys undertaken by Corporate maintenance on annual/3 yearly basis?

**FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The council arranges for Fire Risk Assessments to be completed in schools and other RCT establishments. The Headteacher is responsible for ensuring the Fire Risk Assessment is reviewed and an action plan attached to the Fire Risk Assessment to ensure any recommendations are undertaken and implemented. The Fire Risk Assessment is located in the fire folder in the general office and reviewed on a 2 yearly basis or after any building change incident of fire, or concerns with fire safety.

### **Fire Instructions**

These documents are made available to all staff and included in the establishment'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 e-mailed to staff and will be displayed in the classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Estates manager and updated upon review.

### **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 and if trained to do so**, using portable firefighting equipment if applicable. The new building has a sprinkler system installed so this should be borne in mind when deciding whether to tackle a fire or not.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- Staff should be made aware of the details of service isolation points (i.e. gas, water, electricity), details of chemicals and flammable substances on site. An inventory of these will be kept by Heads of Department as appropriate, for consultation.

<b>INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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**TESTING OF THE FIRE ALARM SYSTEM**

The sprinkler system will be tested weekly by the school caretakers and a record kept in the fire log book. This test will occur on Monday at 07.30 am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with Southern and the system tested annually by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Southern undertakes an annual maintenance service of all firefighting equipment. Weekly checks, of all firefighting equipment will be carried out to monitor its operational use and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to RCT's premises department.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation in house by the caretakers on a monthly basis. This will be recorded as monthly flick tests in the fire log and annually by the Estates Manager.

Test records are located in the site's fire log book.

**MEANS OF ESCAPE**

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

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

The First Aider in the general office 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 departments are available to provide first aid-

**TRAINED TO FIRST AID AT WORK LEVEL:**

General Office  
SLA Nurture  
Physical Education

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

The First Aider in the general office 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 and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

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

**Administration of medicines**

All medication will be administered to pupils in accordance with the Supporting pupils at school with medical conditions document [LINK](#)

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept by the First Aider in the general office. No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the MI room with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the MI room, and clearly labelled.

**Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc). These plans are reviewed annually by the school and written precautions procedures made available to staff.

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

<b>ACCIDENT REPORTING PROCEDURES</b>
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In accordance with the LA's accident / incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant council forms and the council's accident reporting arrangement guidelines

Copies of these forms are available electronically from the Estates Manager.

- A local accident book is located in the general office and is used to record all minor incidents. More significant incidents must also be reported to RCT. All incidents involving staff members and work related incidents involving pupils will be recorded.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the RCT Health and Safety Office on 01443 425531. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

For further detailed information on reporting timescales and requirements refer to the Councils Accident Reporting Arrangement Guidelines.

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Health and Safety issues are initially considered by the Headteacher in conjunction with the Estates Manager. Consultation may then take place with the school senior leadership team (SLT), staff union representatives, heads of progress and heads of department dependent on the context.

### Communication of Information

The Health and Safety Law poster is displayed in the general office.

RCT's H&S Department will provide competent health and safety advice.

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Estates Manager. PGCE students receive a health and safety briefing as part of their induction programme.

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.

All 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. Science, D&T).
- Refresher training where required.

Training records are held by the Estates Manager who is responsible for co-ordinating health and safety training needs and for including 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 or line manager's attention to their own personal needs for training. They are not to undertake any duties unless they are confident that they have the necessary competence.

<b>LONE WORKING</b>
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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 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.
- 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. Staff undertaking home visits to obtain as much background information as possible about the child / family being visited.
- 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".

Council Lone Working Policy HS22



<b>PREMISES AND WORK EQUIPMENT</b>
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by RCT. Records of such monitoring will be kept by the Head of Department within their department.

The Estates Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction is adhered to. Any requirements are identified and relevant Risk Assessments conducted.

All staff is required to report to the Estates Manager with any problems found with plant / equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**Curriculum areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by RCT's premises department.

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 play equipment**

The external play equipment will only be used when supervised; equipment will be checked before and after use for any apparent defects. Head of PE will conduct a formal termly inspection of the equipment which is subject to an annual inspection by Sports Safe.

Council Policy Work Equipment HS21

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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 2002”*** (the COSHH Regulations).

Within curriculum areas (in particular Science and DT) then Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model Risk Assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is the Head of Science.

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. Remember the safety data sheets are not your Risk Assessments for that chemical but information only.
- Risk Assessments are conducted for the use of hazardous substances (where generic Risk Assessments are available e.g. for products purchased from approved 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 kept in their original packaging and labelled (no decanting into unmarked containers).
- 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 L93 in Managing Ionising radiations and radioactive sources.

- RCT's Radiation Protection Officers.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service RCT
- Member of staff in charge of radioactive sources (RPS) is the Head of Physics and is responsible for ensuring all records pertaining to radioactive sources are maintained.

Petrol is stored in jerry cans in a safe, secure and remote location.

<b>LIFTING AND HANDLING</b>
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Generic Risk Assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**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.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Estates Manager and where such activities cannot be avoided a Risk Assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been Risk Assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

RCT Policy – Manual Handling HS4

ASBESTOS
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The RCT asbestos policy will be followed.

The asbestos register is held in the Estates Manager'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 Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of 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 the Estates Manager with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.**

Any damage to materials known or suspected to contain asbestos should be reported to the Estates Manager who will contact the LA for advice

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

<b>CONTRACTORS</b>
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All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school 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.

The Estates Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils.

### **School managed projects**

Where the school undertakes projects directly, the governing body are considered the 'client' and therefore have additional statutory obligations.

These are managed by the Headteacher who will ensure that Landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply. In all cases the Headteacher will advise Corporate Estates, whether this is a job managed by the school or by Corporate Estates.

To ensure contractor competency the school uses RCT registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations.

Council Policy – Managing Contractors HS23

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

<b>WORK AT HEIGHT</b>
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Working at height can present a significant risk; the main hierarchy of control is to eliminate working at height. This can be completed by either changing the work process for example using extended poles to clean windows instead of using ladders to gain access to height – or engage the use of competent companies to complete such works. Where such activities cannot be avoided a Risk Assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishments nominated person(s) responsible for work at height is (are) the Estates Manager.

The nominated person(s) 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 all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces is properly controlled.

<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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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 should have an assessment. A link to the DSE webpage is on each Departments Risk Assessment -[DSE Leaflet](#).

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 provided if required specifically for DSE use).

Council Policy – Display Screen Equipment Policy HS11

<b>VEHICLES ON SITE</b>
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Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for 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.

Reference your Traffic Management Risk Assessment / Plan – pedestrian segregation, footpaths, signage, crossing points, deliveries / collections etc.



<b>LETTINGS</b>
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Lettings are managed by the Estates/Lettings Manager following RCT guidance and school policies and procedures.

Groups are required to complete a booking schedule outlining the conditions of hire, details of emergency procedures and location of first aid points.

<b>MINIBUSES</b>
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The Estates Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>2</sup>

Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation.

The caretakers are responsible for undertaking regular checks on the vehicles and the schools operation of minibuses follows.

Reference has been made to RCT's – 'Driving at Work Policy' developed by the Fleet Management section. The Policy contains roles and responsibilities and guidance on categories/training etc.

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<sup>2</sup> All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

<b>STRESS / WELLBEING</b>
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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 stress through Risk Assessments, in line with the HSE and RCT management standards.

The governing body have adopted the RCT sickness policy and the Headteacher ensures its application. Extensive use is made of RCT's occupational health service to help staff in times of illness or stress.

Detail systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management, having an open door policy etc.

Council Policy – Workplace Stress HS19

<b>LEGIONELLA</b>
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The school complies with advice on the potential risks from legionella as identified in the schools legionella water Risk Assessment and water log records.

A legionella Risk Assessment of the school is completed by RCT Corporate Maintenance as part of the SLA which the school has signed up to and the Estates Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The caretakers will be responsible for undertaking basic operational controls in lieu of a water Risk Assessment being conducted by named company under the SLA.

This will include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly)
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

Any abnormal readings are flagged up with Corporate Maintenance.