

# **RIGBY HALL SCHOOL**

# **HEALTH & SAFETY**

# **POLICY**

**JULY 2020**

## **1. STATEMENT OF SAFETY POLICY**

### **1.1 General Requirements**

The Governors of Rigby Hall School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

### **1.2 Staff Responsibilities**

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

### **1.3 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

### **1.4 The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may, on occasions, be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

### **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

### **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under the:

- Management of Health and Safety at Work Regulations 1999 amended 2006,
- Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- Manual Handling Operations Regulations 1992 as amended,
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 2002.

### 1.7 Acknowledging Responsibility

Agreed/Ratified by	Printed Name	Signature	Date
Chair of Governors	Huw Powell		
Health & Safety Officer	Tracey Kesterton/ Mick Duggan		
Headteacher	Tracey Smith		
Author of this Policy	Tracey Smith		

## 2. THE ORGANISATION OF HEALTH & SAFETY

### 2.1 Organisation of Health & Safety – List of Named Persons

Local Authority:	Health & Safety Team Leader 01905 846802
The Governors:	Huw Powell, Chairperson and Roy Rowlands Health and Safety Governor
Headteacher:	Tracey Smith
Deputy Headteacher:	Samantha Hayward
School Safety Officer's:	Tracey Kesterton and Mick Duggan
Senior Management Team:	Shelley Hughes Kelly Ferran Ben Homer Rhian Smith Rebecca Harrison
Subject Co-ordinators:	Arts – Daisy Ball Design Technology – Tim Moyle Science – Danielle Walker Educational Visits (EVC) – Samantha Hayward PE – Charlotte Brookes Forest School – Ben Homer
Medical & Therapy Staff:	Staff working in school have their own guidelines for Health & Safety. Regular consultation with the Headteacher is essential
Site Manager:	Mick Duggan
Appointed First Aiders:	A list of First Aiders is displayed in the school office
Catering/Kitchen Manager:	Vicky Bamford
Minibus Responsibility:	Tracey Kesterton
Fire Officers:	Tracey Kesterton and Mick Duggan

## **2.2 Employer's Responsibilities (Worcestershire County Council)**

- a. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Rigby Hall School (under sections 2 and 3 of the Health and Safety at Work etc Act 1974)
- b. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools
- c. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body

## **2.3 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a. ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b. ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools
- c. monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- d. advising the Head of Place Partnership at WCC of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- e. the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- f. ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- g. ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- h. the adoption of safe working practices by staff and pupils, and by contractors on site
- i. acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of Worcestershire County Council and contracting organisations

## **2.4 Headteacher's Responsibilities**

The Headteacher is responsible for:

- a. the implementation of the school Health & Safety policy
- b. advising the Governing Body of the need to review the school Health & Safety policy
- c. ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations (2006 amendment and 1999) in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992 (amended 2002), the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 1992 (amended 2002)
- d. ensuring that staff receive appropriate health and safety training
- e. ensuring that Health and Safety Governor carries out the 12 monthly safety audit required by the LA

- f. ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with
- g. notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- h. notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- i. emergency and lockdown procedures, including evacuation in case of fire or bomb threats.
- j. ensuring that adequate provision is made for the administration of First Aid.
- k. ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- l. facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- m. consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Heads of Department/Subject Leaders** are responsible for:

- a. all matters of health and safety in their department or subject area.
- b. bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject areas.
- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d. ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- e. ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- f. ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- g. ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**2.6 Other Teaching/Teaching Assistant and Support Staff** are responsible for:

- a. ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science)
- b. reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Co-ordinator to the Headteacher (or School Safety Officer)
- c. co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974)

**2.7 The Site Manager** is responsible for:

- a. ensuring that they are familiar with and comply with the school safety policy
- b. bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises
- c. bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- d. ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e. ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out)
- f. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work)
- g. ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- h. informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- i. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- j. the safe use and maintenance of all plant and equipment e.g. boilers, and the safe use and storage of all materials used for that.

**2.8 The Lead First Aider** is responsible for:

Maintaining the First Aid Boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

**2.9 Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations)** have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Headteacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- d. represent the staff / union membership on school safety committees
- e. receive such training as may be necessary for them to perform their duties

**2.10 School Safety Officers** are responsible for:

- a. the day to day responsibility for health and safety on site
- b. management of fire safety
- c. ensuring that any first aiders receive adequate training and instruction in First Aid and the use of any equipment or materials that they are expected to use

**2.11 The Catering/Kitchen Manager** is responsible for:

- a. ensuring that she is familiar with and complies with the school safety policy
- b. ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others
- c. ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
- d. bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility



### **3 ARRANGEMENTS FOR HEALTH AND SAFETY**

#### **3.1 Access & Egress, Housekeeping, Cleaning & Waste Disposal**

The Site Manager has the responsibility to ensure that outside areas likely to be dangerous for pupils and staff due to frost, ice or snow are salted and/or cleared as necessary. It is unlikely that school will be open following very heavy overnight snow simply because of the difficulties of transporting children from a very wide catchment area. Minibus firms, Passenger Assistants and parents/carers are advised not to attempt the journey to school in severe snow conditions. The Headteacher telephones Hereford & Worcester radio station and transport contractors if school is closed, notifies the Local Authority and a text is sent to parents/carers. A notice is also displayed on the school website. The Site Manager regularly clear leaves to avoid slippage.

All designated fire exits are identified with suitable signs and must never be locked or obstructed whilst school is in session.

The Site Staff and cleaning staff ensure that all bins and rubbish is disposed of daily outside of the premises. Outside bins are kept away from the building and are locked or in a secure place at evening and weekends.

Signs are clearly displayed identifying wet floors.

Obsolete computers and other ICT equipment are collected by a reputable recycling company.

#### **3.2 Accident Reporting, Recording and Investigation**

All serious accidents that occur on the school site should be notified to the School Safety Officer and Headteacher who will ensure it gets recorded via the WCC County Council accident/incident online reporting system.

All minor accidents should be recorded on Scholarpack or Cority where necessary. Parents/carers or other persons should be notified of the accident.

Serious accidents will be reported to the Senior Leadership Team and immediate action taken to ensure the location of the accident is still safe to use. Information will be recorded on Cority. The Headteacher, Deputy Headteacher or School Business Manager will conduct an investigation of any serious accident. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records to be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21.

#### **3.3 Blood-Borne Diseases**

Precautions against infection by blood borne diseases should be taken whenever it becomes necessary to deal with any body fluids, including blood, urine and vomit. The main danger is of infection by HIV or Hepatitis B viruses, particularly the latter as the virus can remain active for long periods well below body temperature. Hepatitis A and C viruses can also cause serious infections. There is a spillage kit located in the Cleaner's Cupboard.

Disposable gloves and disposable aprons are to be worn by all staff having to deal with spillages of body fluids, no matter how small, including class teachers, lunchtime supervisors and caretakers as well as first aiders.

Rigby Hall will comply with the LA policy as stated in the WCC Booklet "Control of Infection in the Workplace" (copies in the Site Manager's office).

### **3.4 Building Repairs and Contractors**

Contractors are usually selected from the Property Services Approved Jobbing Contractors booklet if still applicable or via recommendation from Place Partnership or other schools ensuring that they have the relevant accreditation i.e Construction Line, CHAS and will be chosen according to the job and their expertise/price. The Headteacher/ Business Manager appoint contractors and check their relevant qualifications or competency. Workmen and pupils are segregated whenever possible – ideally work will be arranged when pupils are not present in school. Contractors are expected to report to the School Office and/or Site Manager on arrival at site and if necessary consult with the Headteacher regarding working arrangements. The office staff will arrange supervision of contractors if they are going to be working near pupils e.g. going into bathrooms to take water temperatures. All contractors have to sign in and sign to say that they have been given access to the asbestos register which is attached to the signing in sheet. All contractors will only be allowed unsupervised access to the school site if they can provide an enhanced DBS.

### **3.5 Contractors (Management of Asbestos)**

The Asbestos Register will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. The Register is kept in the school office and the School Safety Officer is responsible for ensuring it is signed.

It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out i.e. putting up shelving.

### **3.6 Control of Substances Hazardous to Health (COSHH)**

The Handbook of Safety Information deals with the Control of Substances Hazardous to Health. The COSHH regulations are strictly followed at school. The Worcestershire LA safety sheets relating to these substances are stored in the school office as is the list of COSHH substances and their application within the school site. Wherever possible less hazardous alternative substances are purchased and used. The Site Manager maintains the COSHH file and is responsible for the safe storage of COSHH products and provides instructions to staff on identifying COSHH materials and labelling decanted substances.

There are separate regulations which apply to Science Laboratories as described in the Group Safety Policy on Science Teaching & Preparation Areas. These regulations will be complied with. The Leader of Science maintains up to date regulations and guidance although, in comparison to mainstream schools, we have very few hazardous chemicals.

### **3.7 Defect Reporting Procedures**

Staff should report any problems or defects concerning Health & Safety matters to the Headteacher or School Safety Officer either verbally or in writing. All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. The Headteacher will ensure that appropriate action has been taken and maintain an on-going file on Health & Safety matters.

A Pre-inspection, School Safety Audit, will be organised by the School Safety Officer. Staff will be invited to complete the sections for which they have responsibility e.g. the Food Technology Room. Any defects or problems will be addressed at the earliest opportunity. The forms for completion are in the Health and Safety section of Children's Portal. The Headteacher reports to the Governing Body on Health & Safety matters and any recent defects identified and outstanding work discussed.

The procedure for inspections by Union Representative(s) will be discussed between the Head and the representative(s) to their mutual satisfaction.

### **3.8 Computers and Display Screen Equipment (DSE) in accordance with the Display Screen Regulations.**

In accordance with the Display Screen Regulations all staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE self-assessments for all staff members – using a display screen equipment including laptops are being completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.

### **3.9 Electricity at Work**

Hardwiring checks are carried out every 5 years.  
The School Safety Officer checks that this is carried out.

Portable Appliance Training (PAT) of equipment is carried out annually. All equipment is checked even those that have been donated. A green dated label is placed in a visible place on the item inspected. He also tests the microwaves. Any defective items are removed from site. The site manager keeps a copy of the PAT register.

If the premises are let out and hirers use electrical equipment we will ensure that they have been PAT tested within a twelve month period.

Reporting of defective equipment should be reported to the safety officers

### **3.10 Fire Precautions and Emergency Plans**

The Fire Officer is responsible for ensuring a Fire Risk Assessment is carried out annually and the Headteacher/safety officer produces an Emergency Management Plan. Copies of this plan are held by all SLT, Chair of Governors and School Office.

The Fire Officer/safety officers have responsibility for the arrangements for fire practices (at least termly), alarms, appliances and fire prevention in conjunction with the Headteacher. The fire bell is checked on a weekly basis by the Site Manager. Copies of the Fire Orders are distributed to all members of staff and are clearly displayed throughout school and this is brought to the attention of students and work experience trainees present in school. (Visitors/parents/carers will always be with a member of staff familiar with these procedures.

Fire Orders will be revised from time to time following discussions with visiting inspectors. Training in the use of Fire Appliances will be available periodically. All staff will complete an online training module. The 'Fire Book' details records of fire practices, equipment inspections, alarm bell tests etc and is maintained by the Site Manager. The book is kept in the school office.

To Aid Roll-Call: Staff leaving the school site with children will be expected to 'sign-out' and 'sign-in' on return using the Inventory system.

Walker Fire inspect and maintain the fire extinguishers in school.

When the fire bell sounds the Fire Officer and Headteacher will be responsible for calling the emergency services if appropriate and co-ordinating the evacuation. The Fire Officer will wear a fluorescent jacket for identification by staff and emergency services. Before evacuating the school office will collect the fire evacuation packs containing staff and pupil information along with the visitors/contractors signing in and sheets.

Fire Safe Services/IGNIS check bi-annually the emergency lighting and fire alarm system.

As well as completing fire drills we are now required, following guidance from Worcestershire County Council, to complete Lockdown drills. In the event of an incident there will be a global message sent through the telephone system that will alert staff.

### **3.11 First Aid**

There are appointed First Aiders for adults and pupils. A list of these is displayed in the school office. Refresher training is carried every three years and the Business Manager ensures that staff training is kept up-to-date. First Aid boxes are placed in highlighted areas around school and the first aid leader ensures that these are maintained.

The First Aiders take responsibility for any emergency situation and decisions.

### **3.12 Epilepsy**

A number of children at Rigby Hall have epilepsy. Information regarding the incidence and nature of epileptic seizures is obtained, before a child starts at Rigby Hall, from parents and updated as necessary. Details of medication, if applicable are also noted. This information is passed onto staff dealing with the child as appropriate including the Nurse, Teachers, Teaching Assistants, Therapists, Children's Superintendents and possibly voluntary helpers and students (the last two groups would not normally expect to be left with individual children far away from school staff).

On school trips or residential visits, one member of staff will usually be designated to give medication. Buccal Midazolam will only be administered

- i. where staff are willing to do this and
- ii. where staff have been appropriately trained

If necessary, a decision will be made by the member of staff whether to stop if on the minibus, phone for an ambulance, or go direct to the local Accident Department of a hospital.

It is the responsibility of WCC to train Passenger Assistants on epilepsy. Specific advice will be given by education staff if requested. If a child has a severe or prolonged epileptic seizure on the minibus the passenger assistant should follow First Aid guidelines, try to get the child into the recovery position (this may not be possible) and make a decision whether to stop and phone for an ambulance or go direct to the local Accident Department of a hospital.

### **3.13 Medicines and Medical Interventions**

The School Nurse will convey necessary and appropriate medical data gained from clinics and/or correspondence with professionals and/or parents and carers, to the appropriate member of staff and the School Nurses have a duty to ensure school is kept updated, although parents/carers increasingly deal with school rather than School Nurses.

Designated staff in school are trained to administer medication and their training is kept up-to-date. Medication is locked away in a cabinet in the staff room behind a fobbed door. Medication is only given to pupils once a signed consent form has been received from parents/carers. A member of staff sign to say they have checked the correct dosage has been given.

### **3.14 Health and Safety Advice**

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (Schools) Service Level Agreement.

### **3.15 Information Dissemination Procedure**

#### **Employees**

Information and instructions on health and safety matters are available to all staff at Rigby Hall School as follows:

A copy of the Health and Safety policy is held on Staff share for all staff to read. Staff are asked to sign to say they have read, understand and will follow this policy on an annual basis.

New employees receive a copy of the Health and Safety policy in their induction pack and they are provided with a form to sign to confirm they have read, understand and will follow the policy.

#### **Pupils**

It will be the responsibility of teachers and support staff to ensure that pupils are made aware of existing and new health and safety information. This should be done during morning registration or afternoon reflection time.

**Visitors/Contractors**

The Receptionist/Site Manager will be responsible for informing visitors/contractors of any health and safety arrangements which may affect them during their visit. The Business Manager will alert contractors to sign in and to check the asbestos register on site.

Upon arrival, visitors are signposted to the fire notices displayed around school.

**Governors**

Governors are notified on at least a termly basis of any health and safety issues and the Health and Safety Governor will be updated on the annual Health and Safety Audit.

**Trade Unions**

The Business Manager will ensure that Trade Union health and safety representatives are informed of any existing and new health and safety information if appropriate

**3.16 Lettings**

The Governors' Policy Statement on Lettings is available in the school office.

**3.17 Lone Working & Personal Safety**

Rigby Hall School supports the WCC Guidance for All: Lone Working. All staff are asked to leave the building by 5.30pm when the school is locked up, unless the Headteacher is working beyond this time. Prior to leaving the bell is rung three times to alert anyone in school that they will need to leave the building. Lone working is limited to Headteacher. Mobile phones should be on hand at all times for anyone alone in the building. Personal safety awareness information is discussed.

Staff entering the school during the holidays should notify the Headteacher on arrival and when leaving.

Risk assessments are carried out, shared with staff and stored in school office.

**3.18 Machinery – Technology, PE**

The school will follow guidelines concerned with the arrangements for guarding, inspection, adjustment and repair of machines and for other items across school e.g. the kitchen and DT and Food Tech room.

Small appliances in the Food Technology Room and classrooms are PAT tested on an annual basis.

The PE fixed apparatus is also checked annually by Sportsafe. The boiler is subject to an on-going maintenance contract organised through Place Partnership. The fire alarm and emergency lighting are serviced by Fire Safe Services Limited/IGNIS and all fire extinguishers are serviced by Walker Fire & Security Limited. The intruder alarm is serviced and supported by Crimestop Security & Fire Limited

### **3.19 Manual Handling**

All cleaning staff, kitchen staff and office staff receive manual handling training

### **3.20 Minibuses**

Rigby Hall School follow the Local Authority Minibus Guidelines. Assessments for minibus driving is mandatory for all staff with D1 on their licence wishing to drive children on school minibuses. Training is available for those requesting this which needs to be renewed every 3 years. Currently these assessments are provided by the Worcestershire County Council Road Safety Team. For staff who do not have D1 on their licence they are required to complete an application form for a provisional PCV/LGV licence, have a medical, pass a theory test and hazard perception test and then complete a 3 day practical driving training.

The School Business Manager is responsible for ensuring that school owned vehicles are serviced and checked regularly. The Site Manager has a leading role in carrying out cleaning and basic checks. Tyre pressures are taken daily and recorded.

There are many minibuses and taxis bringing children to Rigby Hall School each day plus several parents/carers' cars. The mornings and afternoons are very busy and potentially dangerous. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times. Minibuses and taxis are expected to join the one-way system when dropping off or collecting pupils. Parents are asked to join the transport queue with the minibuses to reduce risks of children walking through the transport.

Staff are on duty from 8.55am and again from 3.00pm until the children have left the building to ensure children are properly supervised at these busy times.

### **3.21 Monitoring Arrangements**

The governing body will ensure that regular reports of accidents and major incidents are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. The Headteacher will periodically review the incidence of recorded accidents to staff and pupils. Any identifiable trends will be considered as necessary. Each individual recorded accident will be considered for its implications to the school as a whole. This also applies to consideration of "near misses".

The governing body recognise the importance of monitoring health and safety matters. The Headteacher reports to governors on health and safety issues at least termly.

The Headteacher/Governors will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### **3.22 Offsite and Educational Visits**

Samantha Hayward is the school's Educational Visits Co-ordinator (EVC) and we operate the EVOLVE offsite visit software system used by Visit Leaders. The Offsite Visit Manual can be found on the staff share drive under Visits. All Visit Leaders complete a Risk Assessment which is signed by Samantha Hayward and a copy sent to the Headteacher. All visits over 50 miles requires

authorisation by the Headteacher via the EVOLVE software system. Pre site visits are carried out by the trip leader if necessary. Prior to any trip taking place signed authority from parents/carers is obtained.

All staff receive Visit Leader Training through B&S Educational Systems & Training. Samantha Hayward has received Visit Co-ordinator Training which is refreshed every 3 years.

### **3.23 Outdoor Play Equipment**

The Outdoor Play Equipment was installed by Playdale in August 2017. Risk assessments have been carried out for the use of the equipment. Daily visual inspections are carried out by the Site Manager/Teacher/Teaching Assistants. The Site Manager can inspect playground equipment after training in December 2018.

### **3.24 PE Equipment**

The PE fixed apparatus is inspected on an annual basis by Sportsafe. The safe use of the equipment in accordance with the Association for Physical Education (afPE) guidance on the safe use of the equipment published 2012 is followed/adopted.

### **3.25 Personal and Protective Clothing**

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment. There are many references to the use of protective clothing in the Handbook of Safety Information. These give guidelines for the correct use of gloves, goggles, overalls etc. School expects these guidelines to be observed and those staff responsible for the subject or work area concerned should ensure compliance.

Where necessary protective clothing will be purchased from the school budget allocation. Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties. Staff are expected to check the equipment and notify school immediately of damaged/unusable equipment.

### **3.26 Risk Assessments**

A Risk Assessment is a way of measuring the likelihood of an accident happening and working towards reducing risk (A specific requirement of Regulation 3 in The Management of Health and Safety at Work Regulations 1999). All risk assessments are signed by the Headteacher. The Risk Assessments will be recorded, retained in the school office, disseminated as necessary and reviewed at suitable intervals, annually as a minimum. Any member of staff may discuss with the Headteacher and Deputy Headteacher or Educational Visits Co-ordinator the details of a risk assessment. The Educational Visits Co-ordinator, Sam Hayward, oversees this process for every trip off school premises and keeps records.

### **3.27 Smoking**

Smoking is not allowed anywhere on the school site including the car parks and school frontage. Signage is displayed on all main external doors used by the public/staff. Minibus drivers and Passenger Assistants are not allowed to smoke on the vehicles whilst conveying children.



### **3.28 Sports Field**

The Site Manager will carry out daily visual inspections of the playing field. A company called Meadowfields are employed to cut the grass.

### **3.29 Consultation (Trade Union Safety Representatives)**

The Handbook of Safety Information deals with this aspect of Health & Safety which the school will adhere to. For a Special School the current agreed number of Safety Representatives is 1.

Safety Representatives have the legal right to carry out the following functions amongst others:

- a) carry out safety inspections in their workplace (for which they should each be allowed half a day per term or one and a half days per year, with pay, during working time);
- b) inform their employer (or their Headteacher or head of unit or centre as his representative) of any unsafe or unhealthy working practices or conditions;
- c) represent employees at the establishment where they have complaints about safety matters;
- d) investigate any accidents, near misses or hazards;
- e) request to see risk assessments carried out at the establishment;
- f) request and attend meetings of safety committees
- g) receive reports from enforcing officers (normally HSE inspectors) following their inspections or investigations in an establishment.

### **3.30 Stress and Staff Wellbeing**

Staff are invited to consult at an early stage with the Headteacher and/or other member of SLT if they feel under undue pressure arising from their work in school or from other circumstances. If necessary, the Headteacher will make a referral to the Occupational Health Service. Individual risk assessments will be carried out by referral to the Occupational Health Service. Expectant mothers are required to notify the Headteacher as soon as possible in order that a risk assessment can be carried out and any necessary changes put in place for the wellbeing of the staff member. A room will be made available if requested for nursing mothers. A staffroom is available for all staff for break and lunchtimes and any other time during the day.

From time to time training sessions on stress and related matters will be offered. INSET also includes staff wellbeing sessions and we offer a wellbeing policy that is linked to our staff absence policy and is available for all staff.

School subscribes to the Employee Assistance Programme where staff can call if they wish to have another option for a confidential talk.

### **3.31 Training and Development related to Health & Safety**

The Fire Officer/School Safety Officer and site manager completed Health and Safety in the Workplace Level 2 in May 2015. Both the Fire Officer and Deputy Headteacher are responsible for establishing minimum health and safety competencies for certain activities and roles.

New staff inductions are carried out by Samantha Hayward for new teachers and support staff.

All training records are recorded and filed in the individual's personnel file. Each individual is responsible for refresher training.

### **3.32 Work Experience/Placements**

Students on placements at Rigby Hall will have an induction and Health & Safety measures explained. Students will be directed to look at the policies.

Rigby Hall pupils on placements will have been risk assessed before placement starts and health and safety measures explained beforehand.

### **3.33 Vehicles on Site/Car Park arrangements**

Vehicles on site are parked at employees own risk as are visitors to school. There is a reserved parking space for the Headteacher and reserved parking spaces for other members of SLT. All fulltime employees are asked to park on the rear carpark, which is behind gates and is locked between the hours of 8.30am-3pm.

Deliveries are asked to be made either before 8.00am or after 9.30am and before 3.15pm so as to avoid congestion if at all possible.

### **3.34 Violence to Staff/School Security**

All visitors to school are asked to sign in at reception. Photographic ID is required and a DBS if necessary. We operate a badge system whereby any visitor wearing a red badge should never be left on their own to walk around school. Anyone wearing a blue badge has shown their DBS and school are happy they can be left on their own.

The doors and gates at the front of school are linked via a fob system. In the event of any incidents of verbal and physical violence by a visitor, staff are to contact a member of SLT whereby the visitor will be escorted off the premises. The police would be called if necessary.

### **3.35 Water Hygiene**

The Site Manager checks the water on a weekly basis as per the WCC Legionnaires and Water Hygiene Policy. Records are kept in the Site Manager's office.

### **3.36 Working at Height**

Rigby Hall has and uses ladders. The Site Manager has received training on the use of ladders and working at height and is aware of the safety aspects. Ladders are kept in the Boiler Room. Risk assessments are available and have been signed by the Site Manager. Contractors in school are not allowed to use our ladders. It is advised not to use ladders during school time.

### **3.37 Information/Publications**

The Worcestershire LA Handbook of Safety Information is kept in the Head teacher's Office.

The Governors' Policy on Health & Safety and other relevant policies relating to these issues are available on the Staff share drive of the school network and a hard copy can be found in the school office. Copies of all or parts of these documents have been distributed to relevant staff. Health & Safety is part of the induction process.

The records of the Audit of Health & Safety are kept in the School Business Managers office and reported to the Governors.

Visitors in school including contractors are issued with a visitors badge.

### **Public Entertainment Licences and School Performances**

A Public Entertainments Licence is not necessary if it is the school (i.e. not a PTA or equivalent) which organises the event to which staff, pupils and invited guests attend. Fire Exits are pointed out to the audience prior to an event.

For outside users the user would have to apply for a permanent or temporary Public Entertainments Licence from Bromsgrove District Council.

#### **3.38 Record Keeping**

The arrangements for the keeping of records concerned with Health & Safety matters have been detailed under the relevant section. These include:

- Accidents –are recorded online using Cority.
- Boiler & Heating Inspection –Place Partnership Services
- Fire bells – Fire book in the school office
- Portable Electrical Appliances –School office
- Water Safety –School office
- Emergency Lighting –in the school office

#### **3.39 Cleaning**

The Handbook of Safety Information offer clear guidelines on Health & Safety issues which school will adopt and support cleaners and the Site Managers to follow at all times. Meetings will be held from time to time with the School Business Manager and/or Headteacher.

Warning signs (and verbal reminders) should be in place when floors are wet and slippery.

#### **3.40 COVID-19**

The hazard has been recognised and the risk to staff and pupils assessed and evaluated. Please see Risk Assessments and Operations Booklet detailing the precautions and measures taken.