



# Wakefield Grammar School Foundation

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<b>Job Title</b>	Health & Safety Manager
<b>Consultation</b>	Jenny Cocker, Director of Finance and Operations
<b>Checker Person Name / Title</b>	Alison Tetley, Chair of Risk Compliance Committee.
<b>Quality Assurance</b>	
<b>Name of Approver / Committee</b>	Risk and Compliance Committee - 11th May 2023
<b>Date Approved</b>	Full Board - 15th June 2023
<b>Date of Next Review (Annual)</b>	<b>May 2024</b>

**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

## CHANGE RECORD (ANNUAL)

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V7.00	Oct 2019	Reviewed (P Duggleby)
V6.00	Oct 2018	Reviewed (P Duggleby)
V5.00	Oct 2017	Reviewed (D Cowderoy / L Perry)

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<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>	<b>ISI Portal</b>	<b>X</b>
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- Snow & Ice Procedure
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## **1. Introduction to Wakefield Grammar School Foundation including EYFS**

### **Site Definition**

The Foundation is responsible for a number of sites and the health and safety arrangements for each of them. This Foundation Health and Safety Policy covers all sites and includes general organisation, responsibilities and arrangements.

The sites in Wakefield which the Foundation is responsible for are:

- Governors' Office, Northgate
- Queen Elizabeth Grammar School, Northgate
- Wakefield Girls' High School, Wentworth Street, Margaret Street and St John's Square
- Wakefield Grammar Pre-Preparatory School, Margaret Street
- Queen Elizabeth Grammar School Playing Fields, College Grove Road
- Wakefield Girls' High School Playing Fields Blenheim Road
- Clayton site

The policy is to be distributed to all staff or will be made available in appropriate places so reference can be made to it.

## 2. Health and Safety Policy Statements

### Wakefield Grammar School Foundation Health and Safety Policy Statement including EYFS

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

This is achieved by:

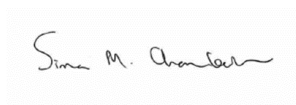
- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, the Education (School Premises) Regulations 1999, and by complying with the DfE Education Health and safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and the Government Guidance that is found for example in the [Living safely with COVID-19 and other respiratory infections](#).
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary.

**Signed by the Chair of Governors:**



**Mr S Chamberlain**

**Queen Elizabeth Grammar School (Senior and Junior Section) Health and Safety Policy**

## Statement

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

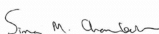
This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, the Education (School Premises) Regulations 1999, and by complying with the DfE Education Health and Safety: Responsibilities and Duties for Schools.
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- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.


It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary and / or re-endorsed annually.

  
SIGNED  
Mr S Chamberlain (Chair of Governors)

  
SIGNED  
Dr. R Brookes (Head)

  
SIGNED .....  
Alison Tetley (Chair of Risk and Compliance Committee)

  
SIGNED .....  
Mrs. J Cocker (Director of Finance and Operations)

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

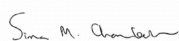
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- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

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This policy will be reviewed and updated as necessary and / or re-endorsed annually.



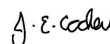
SIGNED .....  
Mr S Chamberlain (Chair of Governors)



SIGNED .....  
Ms H J Boyes (Head)



SIGNED .....  
Alison Tetley (Chair of Risk and Compliance Committee)



SIGNED .....  
Mrs J Cocker (Director of Finance and Operations)

**Wakefield Grammar Pre Preparatory School Health and Safety Policy Statement**  
**Queen Elizabeth Grammar School (Senior and Junior Section) Health and Safety Policy Statement**

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

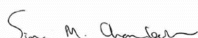
This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, the Education (School Premises) Regulations 1999, and by complying with the DfE Education Health and Safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and the Government Guidance, as found, for example, in the following document [Living safely with COVID-19 and other respiratory infections](#).
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary and / or re-endorsed annually.



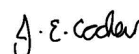
SIGNED .....  
Mr S Chamberlain (Chair of Governors)



SIGNED .....  
Mrs. E Gill (Head)



SIGNED .....  
Alison Tetley (Chair of Risk and Compliance Committee)



SIGNED .....  
Mrs J Cocker (Director of Finance and Operations)



### **3. Wakefield Grammar School Foundation Health and Safety Policy Objectives including EYFS**

This policy directs that all employees give priority to the consideration of health and safety factors in their day-to-day activities with a view to the implementation of measures to:

- A. Ensure the maintenance of working conditions and practices that do not endanger the health and safety of employees, pupils or members of the public.
- B. Adopt an approach to health and safety which not only emphasises the provision of adequate physical safeguards and working procedures but also develops mechanisms designed to motivate employees and pupils to follow safety rules and generally act in a safe manner.
- C. Ensure all employees and pupils receive adequate information, instruction, training and supervision to make them aware of the hazards, safe working methods and accident prevention techniques relating to their activities. The Governors will make available time and finance for such training.

Section 5 defines the arrangements for compliance with this policy and specific arrangements may be made for each individual school. Each school or area within a school that makes specific arrangements will have its own additional policies on health and safety.

Suitable and sufficient risk assessments shall be conducted on all activities where hazards exist and appropriate preventative and protective measures shall be taken. The results shall be documented and appropriate information brought to the attention of persons at risk.

## **4. Foundation's Organisations and Structure including EYFS**

### **4.1 Board of Governors**

#### **Responsibilities:**

- A. To have overall responsibility for all matters relating to health, safety and welfare of all employees, pupils, including those in the EYFS, and others who could be affected by the Foundation's undertakings.
- B. To agree, together with the Director of Finance and Operations and Heads of all schools, the Health and Safety Policy for the Foundation and ensure it is kept up to date.
- C. To ensure, through the Director of Finance and Operations, that documents essential for the dissemination of instructions and information as well as the effective running of the Foundation are produced and used effectively.
- D. To make available adequate resources, i.e. funds, materials, equipment, welfare facilities, information, instruction, supervision, support and advice, to ensure plant and equipment, places of work and learning, environments and systems of work are safe and risks are maintained as low as is reasonably practicable at all times.
- E. To ensure that appropriate governance structures are established to monitor, review and provide assurance over Health and Safety matters.
- F. To consider and support initiatives for continuous improvement of Health and Safety performance and culture.
- G. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- H. To encourage, via the Risk & Compliance Committee and other opportunities, open communications in all directions involving all employees within the Foundation.
- I. To receive and consider health and safety reports and issues during General Education Committee, other Committee, and Board meetings, as required.

## **4.2 Director of Finance and Operations**

**Accountable to:** The Board of Governors through the Risk and Compliance Committee.

**Responsibilities:**

- A. To have an overview of all matters of health and safety involved the activities and undertakings of Wakefield Grammar School Foundation.
- B. To liaise with external enforcing authorities.
- C. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- D. To identify to the Governors matters outside their limits of authority for due consideration.
- E. To designate individual responsibilities to achieve the effectiveness of this policy.

## **4.3 Heads**

**Accountable to:** The Board of Governors through the Risk and Compliance Committee.

**Responsibilities:**

- A. To implement the Foundation Health and Safety Policy and any other health and safety specific arrangements in their designated areas of responsibility.
- B. To identify individual responsibilities to achieve the effectiveness of the policy.
- C. To ensure safe working practices are observed in the schools' activities and undertakings in compliance with current legislation.
- D. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- E. To identify training or instruction needs for their areas of responsibility.
- F. To ensure all accidents or incidents are reported and investigated and make recommendations to take appropriate action to prevent recurrence.

## **4.4 Deputy Heads (and SLT)**

**Accountable to:** School Head

**Responsibilities:**

As above for the Heads.

To act as Chair for meetings, take and distribute accurate minutes.

#### **4.5 Heads of Department**

**Accountable to:** Their respective Head, or in their absence to the appointed Deputy Head.

**Responsibilities:**

- A. To be responsible for all matters relating to health and safety within their areas of control.
- B. To be conversant with, and ensure compliance with, appropriate legislation.
- C. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- D. To include in their safe systems of work and other related documentation measures taken for health and safety in each department, giving specific information to ensure the health and safety of staff and pupils.
- E. To recommend to the Head the safety training needed for their department.
- F. To ensure all accidents or incidents are reported to the Head or the Deputy Head.
- G. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control, including educational visits.

#### **4.6 Teaching Staff**

**Accountable to:** Head of Department.

**Responsibilities:**

- A. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- B. To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- C. To ensure all accidents or incidents are reported to the Head of Department.
- D. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control, including educational visits.
- E. To ensure all pupils are given induction, instruction and made aware of any other matters in relation to health and safety.
- F. To set a personal example in applying a positive and realistic approach to health and safety matters.
- G. To identify to the Heads of Department individual training or information needs.

#### **4.7 School Nurses**

**Accountable to:** Their respective Head

**Responsibilities:**

- A. To be specifically responsible for all matters relating to health and safety within their area of control.
- B. To set a personal example in applying a positive and realistic approach to health and safety matters.
- C. To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- D. To ensure all accidents or incidents are reported.
- E. To manage the provision of First Aid within the Foundation.
- F. To assist in the preparation of Personal Risk Assessments, in consultation with the Health and Safety Manager, for Staff, Pupils and visitors who need additional support measures put in place.

#### **4.8 Health and Safety Manager**

**Accountable to:** Director of Finance and Operations

**Responsibilities:**

- A. To advise the Director of Finance and Operations, Heads, Heads of Departments and ancillary staff, and the Health and Safety at Work Committees, on the implementation of the Foundation's Health and Safety Strategy and Policy.
- B. To fulfil the role of competent person on Health and Safety matters within the Foundation.
- C. To develop and update existing health and safety documentation to reflect changes in use, guidance or legislation.
- D. To identify health and safety training needs.
- E. To report on health and safety performance and issues to the Risk and Compliance Committee.
- F. To investigate accidents, near misses and cases of work-related ill health.

#### **4.9 Estates Manager**

**Accountable to:** Director of Finance and Operations

**Responsibilities:**

- A. To ensure that contractors employed by WGSF are to be selected on merit and must meet the criteria laid down in the Contractor Management Procedure (Section 5, para 5.1).

- B. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- C. To be responsible for the day-to-day management of legionella across the Foundation's premises.
- D. To be responsible for the day-to-day management of asbestos across the Foundation's premises.
- E. To manage the maintenance programme for all buildings, sites and plant / machinery.
- F. To manage all contract work undertaken on the Foundation's premises.
- G. To provide specific information on all matters relating to buildings and plant/machinery.
- H. To recommend to the Director of Finance and Operations the safety training needs for their department, and for others as required.
- I. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control.

#### **4.10 Facilities Manager**

**Accountable to:** Estates Manager.

**Responsibilities:**

- A. Under the general direction of the Estates Manager to be responsible for implementing the health and safety and maintenance needs of the Foundation.
- B. To oversee contract work, under the direction of the Estates Manager.
- C. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- D. To ensure all existing and newly appointed staff are conversant with Foundation health and safety arrangements.
- E. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control.

##### **4.10.1 Facilities Coordinator**

**Accountable to:** Facilities Manager

**Responsibilities:**

- A. Under the general direction of the Facilities Manager, to be responsible for implementing the health and safety and maintenance needs of the Foundation.
- B. To oversee contract work, under the direction of the Facilities Manager.

- C. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- D. To ensure all Contractors are inducted and conversant with Foundation health and safety arrangements.
- E. To ensure that Contractors RAMS are carried out, supplied in advance and fully implemented and brought to the attention of staff and other contractors (as appropriate) for all activities under their control.

#### **4.11 Head Groundsman / Porters / Caretakers**

**Accountable to:** Facilities Manager

**Responsibilities:**

- A. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- B. To ensure all accidents or incidents are reported to the Facilities Manager.
- C. To ensure all existing and newly appointed staff are conversant with health and safety arrangements and department risk assessments.
- D. To identify individual or operator training needs and PPE requirements.
- E. To set a personal example in applying / managing a positive and realistic approach to health and safety matters.
- F. To organise and keep records of the maintenance carried out within their area of responsibility.

#### **4.12 Cleaning Manager**

**Accountable to:** Estates Manager

**Responsibilities:**

- A. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- B. To have an awareness of and apply health and safety legislation and appropriate safe working procedures within their areas of responsibility.
- C. To ensure all accidents or incidents are reported.
- D. To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- E. To identify individual or operator training needs and PPE requirements.
- F. To organise the maintenance program within their area of responsibility.

- G. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control.

#### **4.13 Support Staff / Line Managers / Supervisors**

**Accountable to:** their own immediate supervisor.

**Responsibilities:**

- A. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- B. To ensure all accidents or incidents are reported.
- C. To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- D. To identify the need for individual or operator training needs and PPE requirements.
- E. To set a personal example in applying a positive and realistic approach to health and safety matters.

#### **4.14 All Employees**

**Accountable to:** their individual supervisor.

**Responsibilities:**

- A. To take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- B. To ensure all accidents or incidents are reported.
- C. In accordance with their legal requirement to cooperate with their employer to enable the employer to carry out and comply with their statutory duties.
- D. To not intentionally or recklessly interfere with anything provided for their health and safety.

#### **4.15 Pupils**

**Accountable to:** The teaching staff.

**Responsibilities:**

- A. To follow instruction and guidance provided by staff.
- B. To behave in a reasonable manner and not abuse facilities.
- C. To report to teaching staff any accident, injury, damage or dangerous occurrence.



#### **4.16 Catering Manager**

**Accountable to:** Director of Finance and Operations

Note: the Catering Manager is employed by Holroyd Howe, the contracted catering provider

**Responsibilities:**

- A. To comply with the requirements of the Contractor Management Procedure
- B. To identify catering staff training needs, and ensure they are met.
- C. To support the Foundation's health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.

### **5 Arrangements including EYFS**

#### **5.1 Health and Safety Committees**

Health and Safety Committees will be formed at:

- Queen Elizabeth Grammar School – covering the Senior Section and Junior Section
- Wakefield Girls' High School – covering the Senior Section and Junior Section
- Wakefield Grammar Pre-Preparatory School.

The composition of the committee will be posted on the notice board of each school. The attendees should be management and employee representatives and normally include the following:

- A member of the senior management team
- The Estates Manager and /or their deputy
- The School Nurse of the appropriate school
- The Health and Safety Manager
- The Human Resources Manager
- Teaching staff representatives, including Science, DT & PE
- Head Caretaker/Porter

The Health and Safety Committee will be chaired by a member of the senior management team and will have the authority to give proper consideration to views and recommendations.

There will be an agreed set of objectives or terms of reference for each committee agreed by the Governors' Risk & Compliance Committee. Minutes of the respective Health and Safety Committee meetings will be reviewed by the Risk & Compliance Committee.

The Health and Safety Committees will meet termly.

#### **5.2 Accident Procedures**

##### **5.2.1 Accident, Incident and Near Miss Reporting and Investigation**

All accidents, however small, and any near misses (those incidents which had the potential to cause injury or damage) will be reported to the School Nurse or available First Aider and recorded on the Foundation accident report form which is available on the Staff Firefly page.

These should include any instances of physical assault, verbal abuse and threatening behaviour to a member of staff or pupil by a member of the public.

All accidents should be reported irrespective of whether they occur on school premises or during any out-of-school activity.

The First Aider or person in charge will report all accidents on the Foundation accident form which will be sent to the Health & Safety Manager who will then upload the details on to the Evolve Accident Reporting database. A copy of this Evolve Accident Report Form is then shared with the appropriate school Head and other staff as required.

The Health and Safety Manager will review the information and investigate the circumstances and first aid response, (see Section 5.3.3).

The Health & Safety Manager is responsible for reporting all relevant accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive via the online RIDDOR reporting portal in the specified time frame.

### **5.2.2 Accident Records**

Records of all accidents relating to staff and other adults are kept on the Evolve Accident Reporting System for a period of five years. Accident records relating to pupils are retained on our digital systems.

**Accident Records are to be retained for:**

- **Adults, a period of 3 years**
- **Pupils, a period of 3 years post their 18th birthday.**

### **5.2.3 Accident / Incident Investigation**

In all cases where a major accident / incident has occurred, an investigation should be carried out immediately. The following people should be notified:

- A. The Head & Deputy Head
- B. The Director of Finance and Operations
- C. Head of Department
- D. Health & Safety Manager
- E. Estates Manager
- F. Facilities Manager

The aim of the investigation is to find the cause and make recommendations to prevent recurrence.

### **5.2.4 Other Accidents / Incidents**

It is the responsibility of the Head of Department to notify the Health & Safety Manager and assist where possible in the investigation of all minor accidents / incidents as soon as possible. Once the investigation is completed, the report findings and any recommendations will be shared with

the Head of Department to allow changes to safe systems of work to be made, if required, to prevent a recurrence.

### **5.3 Asbestos**

The Foundation acknowledges the health hazards arising from exposure to asbestos and will protect staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials on premises under the Foundation's control.

The Foundation's Asbestos Management Policy provides details on how the Foundation seeks to ensure it meets and exceeds the requirements of the [Control of Asbestos Regulations 2012](#).

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

The Foundation acknowledges the health hazards arising from exposure to hazardous substances and will protect staff and other persons potentially exposed as far as is reasonably practicable.

The Foundation's Control of Substances Hazardous to Health Procedure provides details on how the Foundation seeks to ensure it meets and exceeds the requirements of the [Control of Substances Hazardous to Health Regulations 2012](#).

### **5.5 Dealing with Inclement Weather, Snow & Ice**

The Foundation will act accordingly in response to adverse weather warnings issued by the Met Office, and follow the requirements of the Foundation's Snow & Ice Procedure. In the event of snow and ice conditions occurring, the Estates Manager will direct the Estates Team to use the resources available to assist in the continuance of safe access/egress to / from all WGSF locations.

### **5.6 Contractors on School Premises**

Contractors will be managed in accordance with the Foundation's Contractor Management Procedure.

The Foundation will ensure that:

- A. Contractors will be required to report to, and sign in at, the Estates Office on arrival, where they will be issued with a contractor's badge to wear and will be asked to read the relevant health and safety information which is made available when signing in.
- B. Contractors will be provided with a site induction which will include a safeguarding briefing and information card being issued.
- C. Contractors follow the contractors' rules when on the premises.
- D. In the event of a fire, the contractors will leave the building and make their way to the nearest fire assembly point and be accounted for.
- E. Before leaving the premises, contractors must sign out at the Estates Office and return their contractor's badge.

## **5.7 Visitors on School Premises**

The Foundation will ensure that:

- A. Visitors will be required to report to, and sign in at, the school general office on arrival where they will be issued with a visitor's badge to wear and will be asked to read the relevant safeguarding and health and safety information. The appropriate department or person will be contacted.
- B. In the event of a fire, the visitors will be escorted to the nearest fire assembly point and accounted for.
- C. Any accident involving a visitor must be recorded on a Foundation accident report form.
- D. Before leaving the premises, visitors must sign out and return their badge.
- E. Where parts of the school are let to outside bodies the Foundation's letting procedure will be followed.

Note: Also refer to the Foundation Visitor and Intruder Policy

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

All reasonable steps will be taken by the Foundation to ensure the Health and Safety of staff who work with DSE.

Staff are classed as DSE users if they meet the following criteria: An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation.

It is appropriate to classify a person as a DSE user if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- Have to transfer information quickly to or from the DSE;
- Need to apply high levels of attention and concentration; or
- Are highly dependent on DSE or have little choice about using it;
- Need special training or skills to use the DSE.

IT will ensure that:

- A. Staff who meet the classification of DSE users under the DSE Regulations will be identified by completion of a DSE self assessment form.
- B. A suitable and sufficient DSE assessment on each DSE user's work stations and equipment will be undertaken.
- C. Any issues arising from the DSE assessment will be addressed by notifying the requirements to their Head of Department.

- D. Users who request it, are provided with an appropriate eyesight test in line with the process as stated on the DSE self assessment form. Note that employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses.
- E. Appropriate information and training on the setting up and use of DSE equipment will be provided to users. Note that this can be requested through Line Managers and may need intervention by the IT Help Desk and the H&S Manager.

## **5.9 Driving at Work**

The Foundation recognises that the use of motor vehicles on Foundation business requires additional health and safety measures to protect both staff and third parties.

The Foundation will ensure that:

- A. Operators of vehicles are competent and have appropriate insurance.
- B. Operators meet the legal basis for fitness to drive.
- C. The risks to staff and pupils whilst driving at work are assessed as part of the Departmental EVC risk assessments.
- D. The Estates Manager ensures that driving activities undertaken by Staff under their control (Joiners, Porters/Caretakers, Gardeners and Grounds Staff) are suitably Risk Assessed.

## **5.10 Electrical Equipment**

The Foundation will ensure that:

- A. All electrical systems are of such construction as to prevent danger, so far as is reasonably practicable.
- B. All portable electrical equipment is inspected and tested at least once a year, unless otherwise specified, by a competent person who is trained for the work they will undertake. Records of all items PAT Tested and electrical inspections carried out are held by the Estates Manager and are available for inspection as required.
- C. All fixed electrical installations are inspected and tested every 5 years and records of these inspections and tests are kept by the Estates Manager.

Staff should look generally at non-static electrical equipment before they use it, to identify damage on any external casing, cables, plugs, etc and report any faults to their Head of Department/Line Manager. The equipment must be taken out of use immediately if a fault is identified.

No personal items of electrical equipment that require the use of a domestic three pin plug are to be brought into and used in school without prior permission, and they must be electrically tested (PAT Tested) by a designated person before use.

## **5.11 Fire Procedure**

Please refer to the Foundation's Fire Safety Policy for full details regarding Fire Safety within the Foundation. The following is a summary.

The Foundation will ensure all reasonable precautions are taken to ensure the safety of employees, pupils, contractors and visitors in the event of a fire.

This will be done by:

- A. Conducting fire risk assessments of all buildings on a regular basis.
- B. Regular maintenance and testing of the fire alarm systems and associated systems.
- C. Ensuring all emergency escape routes are adequately signed to ensure safe egress in the event of an emergency.
- D. Having emergency procedures displayed clearly throughout each building.
- E. Identifying emergency escape routes and ensuring they are maintained in a safe condition. All emergency escape routes shall be kept clear of obstructions at all times.
- F. Carrying out emergency termly evacuations of all buildings. The Estates Manager keeps records of these.
- G. Providing suitable and sufficient portable fire-fighting equipment at appropriate locations and maintaining this equipment on an annual basis.
- H. Employers are legally required by law (The Regulatory Reform (Fire Safety) Order 2005) to provide information, instruction and training to employees about fire precautions in the workplace.
- I. On Induction Staff are to complete the Every Online Training Course "Fire Awareness in Education" and the Estates Manager arranges Fire Extinguisher Training Courses inline with Inset days in coordination with all schools. These courses are for volunteers and can not be mandatory.

## **5.12 First Aid**

Please refer to the Foundation First Aid Policy for full details of First Aid provision.

In summary the Foundation will ensure that adequate first aid provision is met by:

- A. Providing first-aid facilities at strategic points and in high risk areas, such as laboratories, workshops, gymnasias, etc.
- B. Ensuring that there are sufficient numbers of trained and qualified First Aiders including paediatric trained first aiders for EYFS, available at all times (allowing for absenteeism) whilst people are at work.
- C. Ensuring any first aid administered due to an accident or incident will be recorded on the Foundation accident report form.

- D. Ensuring the appointed person in a particular area is responsible for the upkeep of the first-aid boxes under their control and that the contents are sufficient to meet the requirements of the school / Foundation and the legislation.
- E. School Nurses inspecting and replenishing the first aid boxes as necessary throughout the term.
- F. Ensuring medical / clinical waste shall be disposed of in a yellow bag and placed in the appropriate waste bin, marked medical / clinical waste, and collected by a contractor at regular intervals.

### **5.13 Health Surveillance**

The Foundation recognises that some work activities may lead to a requirement for health surveillance procedures to be implemented.

The Foundation will:

- A. Ensure that where a medical issue is identified through our ongoing Health Surveillance process, the identified person is notified so that they can contact their own GP for further investigation and treatment if required.

### **5.14 Legionellosis**

The Foundation operates a wide number and variety of buildings and understands that the air conditioning, heating and water storage systems present a legionellosis hazard.

To manage the hazard posed by legionellosis the Foundation has developed a Control of Legionella Bacteria Policy, which sets out the measures that are undertaken to minimise the risks.

### **5.15 Manual Handling**

The Foundation acknowledges that due to the nature of work the Foundation undertakes, moving and handling activities present a risk to Foundation staff.

To manage the manual handling hazards the Foundation will:

- A. Eliminate or mechanise manual handling tasks where this is reasonably practicable. Where this is not reasonably practicable, an assessment will be undertaken to identify control measures to minimise the risks involved.
- B. Ensure on Induction that all staff are to complete the Every online manual handling training and then carry out refresher training as dictated by the Every Training Portal.
- C. Provide personal protective equipment for lifting operations where the need has been identified by a risk assessment.

### **5.16 Monitoring Health and Safety**

The Foundation acknowledges that effective monitoring arrangements must be in place to ensure that health and safety standards are maintained.

The Foundation reviews and monitors the suitability and effectiveness of health and safety compliance through the following processes:

- A. A review of new and upcoming health and safety legislation to ascertain its impact on the Foundation.
- B. Regular reviews of all health and safety related policies.
- C. Reviews of health and safety procedure documents.
- D. Reviews of School/Department risk assessments and safe working procedures.
- E. Analysis of numbers and types of incidents and cases of work related ill-health and accidents.

The Foundation's health and safety performance will be reported via the Risk and Compliance Committee health and safety report.

### **5.17 New and Expectant Mothers**

The Foundation will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers, and of their unborn children.

The Foundation will:

- A. Assess all risks to new and expectant mothers arising from their work activities and implement appropriate control measures.

### **5.18 Noise at Work**

The Foundation will take all reasonable steps necessary to ensure that the risk of hearing damage to staff and pupils is minimised.

The Foundation will:

- A. Identify and assess activities where noise exposure poses a hazard to those undertaking the activity.
- B. Take action to reduce noise levels so far as is reasonably practicable.
- C. Ensure the legal limits on noise exposure are not exceeded.
- D. Maintain and ensure the use of equipment provided to control noise risks.
- E. Provide the people concerned with information, instruction and training on noise safety.
- F. Provide suitable Personal Protective Equipment as a last resort control measure.



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

The Foundation will:

- A. Provide personal PPE when the risk presented by an activity cannot be adequately controlled by other means.
- B. Ensure the PPE provided is to the required standard to provide the level of protection required.
- C. Where required, provide appropriate information, instruction and training on the correct use, maintenance and storage of the PPE.
- D. Ensure that staff wear correct and suitable clothing for the task being undertaken. For example, a cleaner using a floor cleaning machine should not wear open-toed shoes but should always wear good strong shoes.
- E. Clarify any confusion if a member of staff is in doubt about the suitability of clothing for a particular task. Staff should consult their Head or Department line manager for advice.
- F. Ensure that staff who are using or are issued with any form of safety equipment or are aware of their responsibility to use and look after the equipment as instructed. Staff must not use defective equipment but should ask their Head or Department line manager for a replacement.

### **5.20 Pressure Systems**

The Foundation will:

- A. Ensure that all pressure systems used or owned are safe.
- B. Manage the design, construction, repair and modification of pressure systems so as to prevent danger and such relevant information as is required in law will be made available and kept by the Estates Manager for recording purposes.

### **5.21 Risk Assessment (*also refer to the Foundation Risk Assessment Procedure*)**

The Foundation will ensure that all activities are assessed to ensure hazards and risks are identified and appropriate preventative and protective measures are taken. Specific risk assessments will be carried out for classroom and other in-school activities and also for school trips and educational visits.

The results of the general risk assessments will be recorded on the Foundations risk assessment form and information from the risk assessments will be brought to the attention of all persons at risk.

Specific assessments will be conducted, for example:

- A. Manual Handling Operations
- B. Control of Substances Hazardous to Health
- C. Users of Display Screen Equipment

- D. First Aid
- E. New and Expectant Mothers
- F. Young Persons at Work
- G. Use of grounds' equipment and machinery

## **5.22 Slips, Trips and Falls**

The Foundation acknowledges that slips, trips and falls are the most common cause of major workplace injuries in the United Kingdom.

The Foundation will:

- A. Take all reasonably practicable measures to ensure that all workplaces and grounds under its control are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

## **5.23 Smoking**

The Foundation operates a policy of no-smoking on any of its sites for staff, pupils, parents, contractors and visitors. Signage indicating this is clearly displayed across the premises.

## **5.24 Stress at Work**

The Health and Safety Executive (HSE) defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

The Foundation provides an Employee Assistance Programme offered by Health Assured which is available for all staff to utilise.

To protect staff from stress at work, where issues involving stress are identified, the Foundation will seek to undertake a stress at work risk assessment based on the HSE Stress Management Standards methodology, and then act on the findings.

## **5.25 Training**

Increasing knowledge and awareness through information and training plays an important part in the Foundation's systems for managing health and safety.

The Foundation will:

- A. Provide staff with induction training.
- B. Identify staff training needs and provide appropriate training.

## **5.26 Vibration at Work**

The Foundation will take all reasonable steps necessary to ensure that the risk of health effects from vibration exposure to staff is minimised.

The Foundation will:

- A. Identify and assess activities where vibration exposure poses a hazard to those undertaking the activity.
- B. Take action to reduce vibration levels so far as is reasonably practicable.
- C. Ensure the legal limits on vibration exposure are not exceeded.
- D. Maintain equipment identified as posing a vibration exposure risk.
- E. Provide the staff concerned with information, instruction and training on vibration exposure safety.

## **5.27 Waste Disposal**

The Foundation is committed to ensuring the Health, Safety and Welfare of its staff, pupils, parents, contractors and others who may be affected by the waste materials which result from our work.

The Foundation will arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

## **5.28 Work Equipment**

The Foundation is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance (PPM).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.

The Foundation will ensure:

- A. All equipment is suitable for its purpose and it is maintained in working order. A log will be kept by the Estates Manager of any maintenance carried out.
- B. Only persons authorised (with the exception of pupils under the close supervision of the teacher) will be allowed to use dangerous machines. The operator of any machine has a duty to ensure guards are in position and properly adjusted when required before and during use.
- C. No person shall use any equipment which they have not been trained to use.
- D. All equipment that comes under the Provision and Use of Work equipment Regulations 1998 will have the appropriate signs and labels to warn of any hazards.

## **5.29 Work at Height**

It is the Foundation's Policy to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable, the Foundation will:

- A. Take all reasonable steps to provide a safe working environment for staff required to carry out their trade or professional skills at height.
- B. Provide the necessary preventive and protective measures to prevent falls of persons or materials in the workplace, and liaise with any other persons involved in the work activity.

## **5.30 Young Employed Persons (16 to 18 years)**

The Foundation is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The Foundation will:

- A. Assess and document the additional risks and measures provided, to ensure the health and safety of young persons.
- B. Provide the raised level of information, instruction, training and supervision required to enable them to work safely.
- C. Ensure all equipment is suitable for its purpose and it is maintained in working order. A log will be kept of any maintenance carried out.
- D. Ensure that only persons authorised (with the exception of pupils under the close supervision of the teacher) will be allowed to use dangerous machines. The operator of any machine has a duty to ensure guards are in position and properly adjusted before and during use.
- E. Ensure that no person shall use any equipment which they have not been trained to use.
- F. Ensure that all equipment that comes under the [Provision and Use of Work equipment Regulations 1998](#) will have the appropriate signs and labels to warn of any hazards.

## **5.31 Significant public health concerns raised**

- A. The Foundation recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.
- B. In response to significant public health concerns, including pandemics, the Foundation will adopt health and safety arrangements that follow the requirements given by the DfE, PHE and other recognised Governing bodies and the Health & Safety legislation, and in consideration of Government Guidance given, for example in the [Living safely with COVID-19 and other respiratory infections](#).
- C. Good health and safety management will be an integral part of the way that the Foundation operates and will be considered across all work activities and across the wide range of educational activities delivered.

## **6. Monitoring and Review of this Policy**

This policy will be reviewed on an annual basis or following any significant changes to health and safety legislation or changes to the Foundation's operations.

### **6.1 Records**

The Foundation acknowledges both the managerial and legislative requirement for effective Health and Safety record keeping.

The Health & Safety Manager, Estates Manager and the Compliance Manager are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating, and keeping archive files.

## **7. References / Evidence / Glossary / Definitions**

These lists are not exhaustive

### **7.1 Acts:**

- 1984 [Occupiers' Liability Act 1984](#)
- 1974 [Health & Safety at Work etc. Act](#)
- 1996 [Employment Rights Act](#)
- 2006 [Road Safety Act](#)
- 2007 [Corporate Manslaughter and Corporate Homicide Act 2007](#)
- 2008 [Health and Safety \(Offences\) Act](#)
- 2010 [Equality Act](#)
- 2020 [The Coronavirus Act](#)

### **7.2 Regulations:**

- 1977 [Safety Representatives and Safety Committees Regulations](#)
- 1981 [Health & Safety \(First Aid\) Regulations](#)
- 1989 [Electricity at Work Regulations](#)
- 1992 [Health & Safety \(Display Screen Equipment\) Regulations, amended by the Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- 1992 [Manual Handling Operations Regulations](#)
- 1992 [Personal Protective Equipment Work Regulations](#)
- 1992 [Work place \(Health & Safety & Welfare\) Regulations](#)
- 1996 [Health & Safety \(Consultation with Employees\) Regulations](#)
- 1996 [Health & Safety \(Safety Signs & Signals\) Regulations](#)
- 1997 [Confined Spaces Regulations](#)
- 1998 [Provision and Use of Work Equipment Regulations](#)
- 1998 [Lifting Operations and Lifting Equipment Regulations](#)
- 1998 [Employers Liability \(Compulsory Insurance\) Regulations](#)
- 1999 [Management of Health & Safety at Work Regulations](#)
- 2000 [Pressure System Safety Regulations](#)
- 2002 [Control of Substances Hazardous to Health Regulations](#)
- 2005 [Control of Vibration at Work Regulations](#)
- 2005 [Control of Noise at Work Regulations](#)
- 2005 [Regulatory Reform \(Fire Safety\) Order](#)
- 2012 [Control of Asbestos Regulations](#)

- 2012 [Health and Safety \(Fees\) Regulations](#)  
2013 [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#) (RIDDOR)  
2015 [Construction \(Design and Management\) Regulations](#)  
2017 [Ionising Radiations Regulations](#)  
2020 [Health Protection \(Coronavirus, Restrictions\). \(England\) Regulations](#)

### 7.3 Guidance Documents:

- [HS\(G\) 65 Successful Health and Safety Management \(Published by the Health and Safety Executive 2003\)](#)
- [Government Coronavirus Guidance & Support Documents](#)
- [Living safely with COVID-19 and other respiratory infections.](#)