



RIPPLEVALE

SCHOOL

Health & Safety Policy

Ripplevale School

(V9) Sept 2021

Policy to be displayed in reception

All staff to be advised to read during their induction

Notes

Changes made during 2020/21

- Mobile known as resource room – moved to field – change of use to school dog room
- Playground renovation to Sensory Area– consisting of the erection of wooden structures, walkways and planters
- School animals on site – dogs and chickens – refer to separate RAs
- External trampoline – refer to separate RA

Changes made during 2019/20

- Upgrade of sewage treatment plant
- Upgrade of electrical intake – UKPN
- Upgrade of fuse boards to facilitate the above

Changes made during 2018/19

- woodshed converted to library & caretaker office

A number of significant changes were identified between the 2017 and 2018 review. The changes identified can be summarised as:

- **Main House:** the school no longer operates as a residential and overnight-accommodation school, and is now only daytime educational for Post 16 students. In support of this, the first and second floor within the Main House has been renovated and refurbished with residential rooms now serving as classrooms and common rooms.
- **Building 17:** previously operating as Lower School/ Post 16 is now only Lower (Primary) School, with Post 16 now operating within the Main House.
- **Building 16:** previously operating as The Hub, is now known as the Therapy Suite. A series of partition walls have been installed to create a single central corridor with 6 rooms present (3 rooms either side of the corridor) plus a student WC.
- **Fire alarm and detection system:** an extensive programme of works have been completed to interlink and create a single, standalone fire alarm and detection system covering all buildings. This replaces there being several individual alarm systems for individual buildings.

In support of these changes, the fire risk assessment was re-completed in its entirety in August 2018, and last subject to review in August 2021. See assessment for full building details across the premises.

Last Review: September 2021 –K Castle/J Norris

Next Review due: September 2021

Revisions Made

Date	Section	Summary
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01/09/2015	59	Safety committee structure included
01/09/2015	2.	All of Section 2 - Introduction to HSG 65 has been replaced with new wording and diagram.
01/09/2015	8	Management Plan and Risk Register has been removed completely.
01/09/15	16	Construction Activity has been amended to reflect the CDM Regulations 2015, also some amendments on wording.
01/09/2015	33	Vehicles and Driver responsibilities – wording changed to be reviewed every 12 months not every 6 months.
01/09/2015	38	Additional wording added.
01/09/2015	40	Additional wording added.
01/09/2015	53	Additional wording added
01/09/2015	54	Additional policy ref added.
08/09/2016	pg1	Note added re significant change: Lower School/ Post 16 relocation to main site
08/09/2016	2	New HSG65 model added
08/09/2016	4	Safety advisor contact details/ address updated
15/09/2016	16c)	Section added re construction plant/machinery required for contractors
15/09/2016	32j)	Section added re moving of car park
15/08/2017	pg1	Notes added re changes to: Building 17, The Hub and new Trade Skills building.
15/08/2017	32j	Car park arrangements updated
31/08/2018	Pg1	Notes added re changes to: Main House, Building 17, Building 16 and Fire Alarm and Detection system.
31/08/2018	Throughout	References to residential/ overnight processes removed.
31/08/2018	Statements of Intent	Signatory details of Statements of Intent for H&S and Fire updated from Business Manager to CEO
11/09/2019	All	Annual review of Health & Safety Policy completed.
15/09/2020	All 3. 19. 1	Periodic review of H&S Policy completed Reference to completion of COVID-19 risk assessment added. DSE assessment requirements updated 19/20 changes – woodshed converted to library & caretaker office
02/09/20 21	All 1	Periodic review of H&S Policy completed 20/21 changes as listed

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Part 1

A - Safety Policy Statement of Intent – General H&S

As Head Teacher, I am committed to creating a safe working environment to ensure the health, safety & welfare of all students, staff and visitors.

In fulfilling this commitment, I will seek through competence, co-operation and co-ordination with staff and visitors to provide and maintain a safe and healthy working environment by meeting legislative standards and developing acceptable working practices.

It is my objective to reduce to as low level as practicable personal accident, injury or illness or other financial loss by

- (a) Managing a variety of hazards and risks
- (b) Providing adequate resources, supervision and training and
- (c) Monitoring health and safety performance of the business

The organisation and arrangements for achieving the above are set out and detailed within the safety document and risk assessments

I hope you would join and encourage the belief that safety is everyone's responsibility all the time.



Jane Norris
Headteacher
Ripplevale School

B - Safety Policy Statement of Intent – Fire

As the Responsible Person for fire at Ripplevale School I am committed to creating a safe working environment to ensure the health, safety & welfare of all staff and visitors. In fulfilling this commitment, I will seek through competence, co-operation and co-ordination with staff and visitors to provide and maintain a working environment which reduces to the lowest possible level the risk from fire by meeting legislative standards and developing acceptable working practices.

This objective will be met by following the below strategy which sets out my priorities in respect of fire. All fire issues will be managed in the following order

- Prevention
- Detection and alarm
- Escape
- Containment
- Fire Fighting
- Business continuity

The organisation and arrangements for achieving the above are set out and detailed within the relevant risk assessment and associated fire log.

I hope you would join me, and encourage, the belief that fire safety is everyone's responsibility all the time.

Jane Norris



Headteacher
Ripplevale School

Part 2 - Organisation

This document is designed to inform all staff, in a clear & simple manner, of the legal requirements surrounding health and safety, its impact & how they can assist with the process of delivering a safe and secure environment for our residents, students and staff.

In this capacity all managers shall be responsible for ensuring that legal responsibilities are complied with and that the supervision of staff takes place. This includes

1. Supervision of staff
2. The provision of advice and guidance and the identification of training needs.
3. Compliance to legal requirements governing the supply and use of work equipment.
4. Provision of welfare facilities

1. Summary of relevant legislation

Section 2 of the Health & Safety at Work Act 1974

There is a requirement for employers to prepare and revise as necessary a written statement of health and safety policy and bring such a statement to the notice of their employees.

Section 7 of the Health & Safety at Work Act 1974

It shall be the duty of every employee while at work:

- (a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him far as necessary to enable that duty or requirement to be performed or complied with.

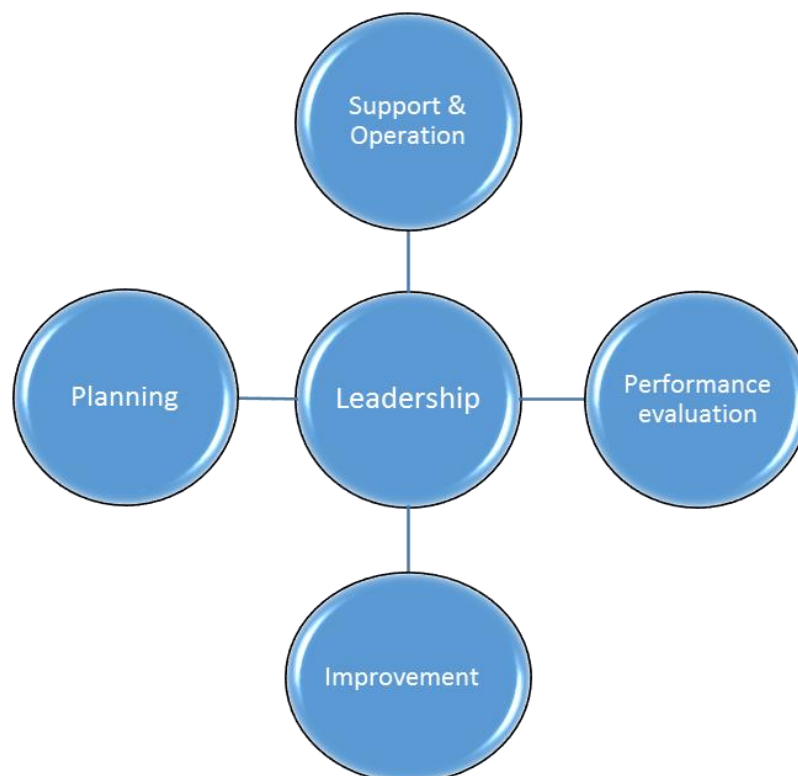
Regulation 5 of the Management of Health & Safety at Work Regulations 1999

Employers are required to have arrangements in place to cover health and safety and where the undertaking has 5 or more employees these arrangements should be recorded.

2. Introduction to HSG 65

Successful health & safety management is a vital part of any organisations management systems and the employer will seek, whenever possible, to follow the disciplines identified within the Health & Safety Executive (HSE) guidance “Successful health & Safety Management” (HSG 65) on how organisations can establish and maintain a successful and robust safety system. This system is summarised below. Key is the creation of a meaningful and robust safety policy, which is relevant to the organisation in which the below concept is understood and followed. The concept is based upon the principles of Plan, Do, Check, Act and throughout this policy this concept, and that of continual improvement, is considered at each stage.

Plan, Do, Check, Act model



Explanatory notes
Policy -
An effective health

& safety policy sets a clear direction for an organisation to follow. Such a policy contributes to all aspects of business performance as it demonstrates a commitment to continual improvement. Policies should be designed to meet legal requirements, prevent health and safety problems, and enable a relevant response where difficulties arise or new risks are introduced. A good policy for an organisation should reflect the values and beliefs of the

organisation and the commitment of senior staff, managers, supervisors and employees to create and provide a safe and healthy working environment is required.

Reviews

The safety policy should be reviewed when

- (a) there is reason to suspect that a change has taken place or
- (b) there has been a significant change within the business activity
- (c) Where no changes have been made on a regular basis (normally after 12 months)

Plan - Effective planning is about the prevention of workplace injuries and accidents by the identification and controlling of risks present particularly when the risks are regarded as high. Planning of the policy should include steps taken to ensure legal compliance and procedures for dealing with emergency situations. Such planning should be undertaken in liaison with, and, in consultation with, staff at all levels within the organisation.

Planning for health and safety involves the design, development and implementation of appropriate management arrangements, risk identification and identification of control measures and workplace precautions which include not only the maintenance of systems introduced, but on-going improvements. Within the planning stages the whole organisation should be considered and the way in which each part links with each other.

Effective planning also requires the establishment of systems and processes to identify relevant information about the organisation, knowledge of the legal requirements around safety and the identification of action to be taken to achieve the identified policies, which includes effective communication of the requirements.

Do - For a policy to be effective there is a reliance upon an effective management system to ensure that so far as is reasonably practicable actions are taken to reduce workplace risk.

Examples of this include

- The assessment of risk and the priorities arising to reduce those risks.
- The communication processes to be utilised to ensure that all levels of the organisation are aware of the policy, its requirements and controls

- The involvement of staff to create a positive attitude and culture towards safety issues.
- The provision of suitable equipment, training and supervision
- The provision of adequate resources, including competent advice as appropriate

Check - An organisation should learn from all relevant experiences and apply any lessons learnt. This is achieved by undertaking reasonable monitoring of the policy and identified processes which may include internal and external auditing, accident investigation etc. Such a process will indicate to what extent the safety policy has been embedded and allows managers to take appropriate action in the event that a shortfall or change in working practices or procedures is identified

Act - Having identified the extent to which a safety policy is embedded within the organisation the policy and associated processes can be revisited in order that lessons learnt from accidents and incidents, ill health data, audits and inspections and other experiences, including enforcement activity can be included within the on-going development of the safety system.

3. Types and Completion of Risk Assessment

Generic – Where the organisation undertakes the same work at several locations such an assessment considers the core hazards and associated risks

Specific – considers hazards and risks in a given circumstance and identifies the necessary control measures

Dynamic – Is undertaken by managers or staff in a circumstance not covered by the above or where they have changed.

Reviews

Risk assessments and safety policy should be reviewed when

- (d) there is reason to suspect that a change has taken place or
- (e) there has been a significant change in the matters to which it relates
- (f) Where no changes have been made on a regular basis (normally after 12 months)

Completion of risk assessments

- Risk assessments will be completed as the need is identified and whenever possible will seek to be generic in nature. Individual assessments will be completed when a particular working practice is identified within the Risk Register and requires specific controls outside of generic controls.
- A specific assessment of risk will always be completed on use of DSE, pregnant or nursing mothers, a person suffering from a disablement or young person or when a working practice is identified for which a high risk is identified.
- The findings of assessments completed will be communicated to staff as need is identified.
- Master copies are held on the Ripplevale School computer system from where updates, additions and amendments are made. The safety officer will advise the manager when updates, additions and amendments are required.
- Unless stated otherwise it is policy that assessments will undergo a formal assessment on an annual basis although informal reviews will be completed as the need is identified (e.g. changes of processes. New working practices, following an injury etc.).
- COVID-19: a separate standalone risk assessment has been completed for safe movement and distancing around the school, and has been completed against the WHO and Government issued advice. This includes all guidance for handwashing, social distancing, cleaning and disinfection.

4. Competent Advisor

The appointed competent advisors for Ripplevale School are:

Peninsula Business Safe

This role includes

1. Advise Ripplevale School of any new Health and Safety legislation or changes to existing legislation.
2. Provide an interpretation of Health and Safety legislation so that management fully understands the actions required in order to satisfy this legislation if requested.
3. Assist with the implementation of the changes in Safety legislation if requested.
4. Recommend to senior management ways to improve working conditions.
5. Assist with the investigation of reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), if required, and if required submit to Ripplevale School a written report.
6. Advise the Health and Safety Management Group.
7. Work with the Health and Safety Management Group, if requested, to identify and recommend training requirements.
8. Where required complete site inspections to monitor Health and Safety standards on site and provide assistance where necessary.
9. When required act as the CDM Co-ordinator on Notifiable Projects.

5. Safety Enforcement Agency

The lead agency in respect of the location is:

The Health and Safety Officer
Council Offices, White Cliffs Business Park, Dover
Kent CT16 3PJ
Telephone 01304 821199

The secondary agency in respect of safety that may support the HSE under the terms of flexible warrant is:

The Health & Safety Executive (Kent),
International House, Dover Place, Ashford, Kent. TN23 1HU.

6. Health and Safety Responsibilities

- Overall responsibility for the delivery and maintenance of health and safety is that of the Heateacher of Ripplevale School.
- However, in support of this responsibility certain responsibilities have been delegated to key staff who, supported by the school's competent advisor, take a lead role in delivery of safety.
- These nominated staff members report directly to the manager and makes recommendations to senior managers and is authorised to make low level decisions to ensure the delivery of safety.

7. Insurance

The Headteacher of Ripplevale School confirms that suitable and sufficient insurance covering all work activities and third party risk is in place.

8. Method Statements & Permits to Work

Work undertaken which requires either a systematic approach or a range of complicated control measures (safe system of work) will be supported by means of a method of work statement or permit to work form. Both documents will be in support of, and not replace risk assessments.

- In the day to day activity of the school the need for specific safe systems of work to be created has not been identified although some contractors, given the nature of their activity, are expected to provide written systems.

9. Safety Committee

- In support of the delivery of the safety statement a safety committee has been formed.
- The meeting is held against a set agenda with minutes raised and actions identified.
- Members of the safety Committee will be drawn from each of the staff groups staff and will comprise of representatives of:

➤ Teachers

- Learning Support
- Support
- Senior Manager

10. Communication

- Staff will be informed of any changes affecting health and safety either by way of School memo, internal e-mail, information placed on notice boards, verbally, staff meetings or by training sessions undertaken as required.
- Information in respect of legal requirements and availability of advice is displayed on the Health and Safety Poster displayed in a prominent position within the reception areas of both sites.
- Signing will be placed at appropriate locations throughout the work place to advise, guide and instruct staff and visitors.
- To ensure that staff are informed of safety issues and are consulted staff make use, as appropriate, of personal briefings, tool box talks, School memorandum etc. and invite any feedback from staff.
- Copy of Ripplevale School Safety Policy is displayed in the reception area

11. Training

- Training will be provided in the following circumstances
 1. When a new member of staff is appointed, including contractors.
 2. When the need is identified by specific risk assessments or when a new working practice is introduced.
 3. To comply with a legal requirement.
- Training is delivered by a variety of methods which comprises
 - (a) **Formal training** – Takes place every two years will be delivered by a competent training provider. Such training is delivered against a training needs analysis and will be determined on a priority basis of need.
 - (b) **Operator training** – such training includes operation of specific equipment or working practice. When such training cannot be delivered in house the support of an external training provider will be sought. In all such training proof of attendance will be by way of certification.

- (c) **Induction training** – takes place when a new staff member commences work and is delivered by the lead Health & Safety Officer. A note of such training will be placed on the staff members' personal file.
- (d) **Team training** – Is delivered when the need is identified by the section/department supervisor.
- (e) **Refresher training** - When appropriate refresher training will be provided within any identified time scales.

12. Review of Safety Systems

- (a) The Headteacher will cause the safety systems of the school to be completed in the following circumstances
 - When a change in senior staff takes place
 - Following an accident or injury where a failure of the safety system is identified as a root cause
 - Introduction of new working practices or procedure's
 - When required to complete a review by an external body.
 - On an annual basis when none of the above apply

13. Safety Inspections and Audits

Formal Audits

- (a) During the course of each 12-month period the school is subject to a range of internal and external audits and inspections which includes unannounced spot checks. Part of each audit is an element of health and safety on which feedback is given to senior managers. Such checks include those from or potentially Ofsted, local authorities, fire service etc.

Informal inspections

- (a) A system is in place to undertake information spot check inspections of the school.
- (b) Such inspections are undertaken against identified criteria the result of which is communicated to the responsible parties.
- (c) The H & S Officer supports this process by completing a quarterly inspection of the systems and procedures in place.

Part 3 – Arrangements

The following shows the practical and administrative arrangements in place for the controlling of identified hazards as well as the arrangements in place to monitor health and safety performance to assess the effectiveness of the policy and associated controls in accordance with the provisions of HSG65.

14. Control of Contractors

- **Non urgent pre-planned works**

(a) It is the Policy of the School that a regime is in place whereby all contractors who attend at the school, on a regular or irregular basis, to complete pre-planned construction or non-construction activity have been identified via regulatory bodies / recommendation and are therefore believed to be competent.

(b) The need to deploy contractors to complete pre-planned activity is identified in advance within the planning phase of any projects or within a scheduled program of works schedule and rules surround established procurement protocols applied and followed as appropriate.

- **Urgent works**

(a) In the event of an emergency which requires the attendance of an external works contractor then, whenever possible, those who have been previously used by the school will be requested to attend. In all such cases the attendance of such a contractor should be approved by the Senior Admin manager, either in advance, or in very urgent cases as soon as practical after the request to attend has been made.

15. Construction Activity

(a) No staff directly employed by the school are required to undertake construction activity in support of a project.

(b) In the event that construction work is to be completed then the Headteacher will seek the advice and guidance of the school safety advisor or other competent contractor to advise and guide on specific responsibilities contained within the Construction (Design and Management) Regulations 2015 especially as they concern the roles and duties of a client and the appointment of key construction roles.

(c) The definition of what constitutes construction is wide and is contained within HSE

Guidance L153.

- (d) Within the day to day activity of the school no activity completed by teachers, support staff and management is regarded as construction activity.

16. Use of Plant & Machinery

- (a) On a day to day basis staff are not required or expected to make use of construction plant or machinery. This includes lifting equipment, scissor lifts, mobile elevating platforms etc.
- (b) In the eventuality that school activity requires the use of such equipment (whether as part of a construction or specific school activity) which the Headteacher feels it is not appropriate for a competent person to operate then a specific assessment of risk will be completed with training provided as appropriate.
- (c) In the event of contractors on site requiring the use of construction plant and machinery, they will be expected to provide or make their own arrangements for the provision of plant required. They will also be expected to have suitable processes in place for the maintenance, servicing etc. Competent contractors only are permitted to operate construction plant and machinery on Ripplevale School site.

17. Lifting Operations

Within the school the provision and use of lifting equipment is not applicable as it is not used.

18. Pressure Systems - Not Applicable.

19. Display Screen Equipment (DSE)

- (a) On a day to day basis extensive use is made throughout the school by managers, staff and students of DSE.
- (b) To ensure long term of health of persons using a DSE an assessment will be completed by all users regarded, in the view of the Headteacher, who use DSE daily, for periods of an hour or more.
- (c) The initial assessment will make use of the proforma assessment form shown within the relevant management plan with the outcome reviewed by Human Resources with individual advice and guidance on use provided in line with HSE guidance and good practice with reviews undertaken within a specified time

period.

(d) The provision of corrective eye glasses will be in accordance with DSE regulations.

20. Fire

(a) The responsible person for fire is the Headteacher who has developed and communicated to all staff a fire safety management plan.

(b) It is the policy of the responsible person that activity completed in respect of fire prevention and emergency procedures will be in line with the relevant Communities and Local Authorities guidance for Educational Premises.

(c) In delivery of the responsible persons duties a competent organisation has been appointed to advise and guide on all fire issues.

(d) The responsible person will ensure that the required assessment of risk in respect of fire is completed, reviewed and revised as appropriate on a regular and scheduled basis with the findings recorded and steps taken to prevent or manage with an outbreak of fire detailed.

(e) It is the policy of the responsible person to operate a single fire log in which all relevant activity is recorded in support of fire prevention or emergency procedures and systems.

(f) It is the responsibility of all staff to inform their managers of any issues affecting fire related safety and ensure that any equipment supplied to prevent or manage an outbreak of fire is not damaged or misused.

(g) Training for all staff covers fire prevention and action to be taken in the event of a fire with induction and refresher training provided on a regular basis and in line with the training needs analysis or when a significant change takes place within the processes or working practices of the school.

(h) All fire fighting and fire detection alarm systems are checked and tested on an annual basis by a competent person with the record of such activity recorded within the fire log.

21. Electricity and Gas

Electricity

(a) On a day to day basis staff will make use of a range of hand held and static

equipment which is powered by battery or mains supplied electricity.

- (b) All equipment will be checked by staff prior to use on a daily basis to identify any damage to the flex, covering or power unit. It is policy that if damage is identified then the item will be taken out of use.
- (c) Whenever possible use of extension cables will be kept to a minimum and where used they will be controlled by RCD power disruption plugs or switches.
- (d) Portable appliance testing will be undertaken in accordance with the findings of the relevant risk assessment with records of such checks made and retained for a period of not less than 3 years.
- (e) Contractors employed by The School are responsible for the provision and testing of their own electrical equipment with school policy being that they are informed of this requirement in advance with confirmation of tests to be produced on request.
- (f) All electrical works, other than that undertaken by competent maintenance staff, will be completed by a competent person with relevant certification obtained and held on record for a period of not less than 5 years.
- (g) The School will undertake a periodic electrical test of the main electrical systems 5 years which will be completed by an independent external electrical contractor.

Gas

- (a) It is policy of the school that all gas appliances will be identified and tested on an annual basis by a competent person with certification obtained and held on record for a period of not less than 5 years.
- (b) It is also the policy of the school that all areas where a gas appliance is placed will be covered by a carbon monoxide detector which will be checked and tested on a regular basis with the records of such tests recorded within the fire log.

22. Lighting

- (a) In normal circumstances all areas worked upon have good access to natural light. Therefore, no special provisions other than normal lighting facilities are required or believed to be necessary.
- (b) When it is identified, either by the nature of the task or by an assessment of risk, including the need for emergency lighting, that there are insufficient lighting

additional temporary arrangements will be identified and placed.

23. Manual Handling

- (a) It is recognised by the Headteacher that the majority of roles involve a degree of manual handling.
- (b) Staff who as a matter of general work activity engage in manual handling operations will be identified and trained in line with the schools training needs analysis and during all staff induction sessions.
- (c) Training may be provided within a formal training session or by way of by informal briefings completed by supervisors or managers.
- (d) Manual handling aids are supplied for the use of staff to assist in the safe movement of equipment and persons. Only the care taker who uses a sack barrow and wheel barrow. Horticulture teacher uses a light weight wheel barrow. Staff are be trained in the use of any such equipment.
- (e) All risk assessments and method statements arising will make specific mention of the manual handling risk.
- (f) The method for ascertaining manual handling risks is via the HSE MAC tool

24. Noise

- (a) In normal work activity staff are not expected to be exposed to loud or persistent noise which could give rise to noise induced hearing loss. All equipment will be assessed for potential noise issues and whenever possible noise reduction/levels will be a consideration when purchasing such equipment. Therefore, no provision is made to supply staff with hearing protection.
- (b) In line with the School policy contracted staff will be expected to possess ear defenders which are suitable for the task being undertaken and in a state of good repair. Contractors will be requested to advise the School of any work that they may undertake which may create a loud noise in order that an assessment can be completed and appropriate controls identified.

25. Vibration

No staff are required to undertake work which may expose them to a risk of vibration. In the event that such work is required then a competent contractor will be employed.

26. Provision and Use of Work Equipment

- (a) All work equipment will be supplied by the School and will be specific to the present activities of the School and will be used as directed by manufacturer's instructions and training.
- (b) All equipment will be checked prior to use to ensure it is fit for purpose and is undamaged with any defects or damage causing the withdrawal of any items. All equipment has been assessed prior to use to ascertain any risks which may be present including noise and vibration

27. Working at Height

Scaffolding/tower units

- (a) In the day to day activity of the school no use is made of such access equipment.
- (b) In the event that such work is required then a competent contractor will be employed.

Use of step ladders and ladders

- (a) A range of ladders and step ladders are in use within the School all being marked with a URN and checked on at least a 4 monthly basis for damage, repair or other defect. A record is made of such checks with records retained for a period of not less than 12 months.
- (b) Whenever possible the use of step ladders or ladders will be avoided with alternative means of access sought in the first instance.
- (c) When the use of ladders or step ladders is deemed as appropriate then only School owned and identified equipment will be used.
- (d) All staff have undertaken training in respect of the use of such equipment.
- (e) Defective or damaged ladders will be removed from service and destroyed prior to disposal.
- (f) All staff employed by the School are provided with specific information from the HSE covering the use of ladders and steps.

28. Demolition Operations

No staff are required to undertake this type of work. In the event that such work is required then a competent contractor will be employed.

29. Confined Space Working

No staff are required to enter any area which may be regarded as confined. In the event that such work is required then a competent contractor will be employed.

30. Hidden Services/ Overhead Services

No staff are required to undertake work which may involve the disturbance of overhead or underground services. In the event that such work is required then a competent contractor will be employed.

31. Grinding and Cutting disks

No staff are required to undertake this type of work. In the event that such work is required then a competent contractor will be employed.

32. Vehicles & Driver Responsibilities

- (a) It is the policy of the Headteacher that whenever possible on school owned vehicles will be used to undertake school business or activities.
- (b) All staff approved to drive a school owned vehicle must have completed the process outlined within the relevant standard operating procedure.
- (c) Only staff members authorised will be permitted to drive school owned vehicles. All persons so authorised will be required to provide a copy of a valid full driving license which shows that they can drive that class of vehicle which will be copied and placed on file and school to review every 12 months.
- (d) Authorised staff members will be required to inform the school immediately of any issues which may affect their ability to drive (includes illnesses and medical conditions) or of any changes to their being lawfully able to drive (including penalty points or disqualifications) and accidents.
- (e) All vehicles owned or leased by the School will be serviced, inspected and maintained in accordance with the manufacturers recommendations with defects identified and repaired. This includes any MOT test if applicable. The requirements

to complete such activity will be identified within a maintenance program which will commence from the date of first use of the vehicle.

- (f) Records of all tests and work completed will be retained for a period of at least 3 years.
- (g) It is school policy that contractors are expected to provide their own transport to and from work and to carry their own equipment and will not be permitted use of any school owned vehicles.
- (h) No vehicles owned by the School require the fitting of a Tachograph.
- (i) Staff are aware of expected standards in respect of use of a School owned vehicle including their responsibilities to comply with all Road Traffic legislation the use of mobile phones, driving while tired or unfit through drink and drugs.
- (j) The car parking arrangements on site are as follows: car parking spaces to the front of the main reception building for visitors and taxis and a car park adjacent to the Trade Skills building.

33. Security Issues

- (a) It is policy of the school that a robust and meaningful security system is in place to prevent unauthorised access to the premises and grounds and to prevent authorised absenteeism of students to ensure that their wider safety and welfare needs are not compromised.
- (b) All systems will be checked and tested on a regular basis to ensure the effectiveness of all security systems which, as ascertained by specific assessment of a student's needs and capacities, will be reviewed on a regular basis. Given the nature of such checks the findings of such assessments will be recorded and held in a secure location with staff briefed on any changes as required.

34. Visitors

- (a) In line with the policy on security all visitors will be required to report to the reception where their identification will be confirmed and pass issued.
- (b) All visitors will be required as part of this process to read and sign the school's safety requirements.
- (c) Contractors will be required to undertake the same process and will be required to

confirm that they have read and understood the school's asbestos policy and survey report.

- (d) Contractors attending the school in support of a project in which a Principle Contractor has been appointed will be required to follow the safety rules and procedures in place for that project.
- (e) Where a contractor attends to complete works which require long term activity or frequent movement through the building to complete the works the Business Manager may, on submission of the relevant assessments, consider allowing that visitor/contractor free and unsupervised movement around the school. Such a decision will be made on an individual needs' basis and in writing.

35. Purchases

- (a) The School is committed to purchasing supplies and equipment which are safe to use and suitable for the role reasonably expected to be used.
- (b) To achieve this aim, the management will ensure, when placing any order that suppliers are appropriate and that information relating to the safety of their product is provided on which a realistic assessment of risk and associated on-going control measures can be identified and implemented.
- (c) It is the policy of the management that during any purchasing or procurement processes that as part of the process factors surrounding servicing, inspections, maintenance and training are considered.

36. Control of Substances Hazardous to Health (COSHH)

- (a) Within day to day work, limited use is made of substance which may be hazardous to health (COSHH). (science lab, D & T, maintenance)
- (b) All such substances have been assessed making use of information contained within the relevant Material Safety Data Sheet (MSDS).
- (c) Staff will be provided with information and training on the presence and use of hazardous substances appropriate to their role within the school.
- (d) If the Headteacher or senior managers become aware a product has not been assessed the substance shall be removed from use and arrangements made for an assessment to be conducted.

➤ **Dust**

- (a) Given the nature of the work completed by the School most tasks are completed within well ventilated and cleaned areas which provides good levels of dilution ventilation. In normal working activity large amounts of dust are not expected to be encountered therefore no specific arrangements will be put in place to reduce dust levels. Other than in trade skills where extraction methods are used.

➤ **Asbestos**

- (a) The duty holder in respect of asbestos at the school will be the Headteacher who will follow good practice in the on-going management of asbestos.
- (b) Given the nature of the site and that asbestos containing materials have been identified it is likely that staff or pupils may, at some time, be exposed to, or come into contact with asbestos containing materials (ACM).
- (c) It is the policy of the School that no staff activity will take place in respect of removing asbestos and that no staff or managers will be trained or accredited in the completion of asbestos surveys.
- (d) Surveys have been completed against which an Asbestos Management Plan has been created to effectively monitor the condition of any ACM present, identify early any deterioration, including damage and act to limit the level of potential exposure.
- (e) All staff have ready and free access to the school asbestos register with training identified within the schools training needs analysis which will focus upon the level of expected exposure in meeting the management plan.
- (f) At each task undertaken by school staff or by a contractor the asbestos register and management plan will be examined prior to the works to identify the presence or otherwise of ACM.
- (g) If the presence of asbestos is confirmed within the register then the staff member or contractor shall be required to advise their manager and put in place appropriate controls to minimise exposure.
- (h) Nominated maintenance staff shall complete non-intrusive inspections of identified asbestos as determined within the Asbestos Management Plan.
- (i) Any assessment of risk completed will make comment upon the presence of asbestos and its condition, if appropriate, within that workplace. If asbestos is present a method of

work statement will be completed setting out how work will be completed, areas to be avoided with a copy of which will be passed to the responsible manager.

- (j) All staff who, as a matter of course engages in maintenance works will be trained in asbestos awareness by a training provider registered with UKATA with refresher training completed on an annual basis commensurate to their level of exposure and in line with the schools training needs analysis.
- (k) All new staff will be informed on asbestos exposure as part of their induction process with any staff member likely to work in identified asbestos areas subject of UKATA Asbestos Awareness training on appointment.
- (l) If during a task a staff member disturbs any suspected substances work then work will stop immediately and a manager informed. To this end HSE guidance will be followed.
- (m) If doubts are raised as to the presence of asbestos the Business Manager or responsible manager will seek advice from their safety advisor prior to work commencing.
- (n) PPE of the appropriate standard is supplied to all staff appropriate to their role.

37. Personal Protective Equipment (PPE)

- (a) The school is committed to the implementation of safe systems of work, which reduce risk to a safe level thus minimising the need for the use of personal protective equipment.
- (b) However, there are working practices undertaken, or residue risks remaining, where the use PPE is the best means of controlling any remaining risks. In normal course of work undertaken such requirements staff will be notified and provision made to supply the PPE.
- (c) In respect of contracted staff there is an expectation that they will provide their own PPE which is in a serviceable condition suitable for the task being performed.
- (d) Where a person is directly employed by the School PPE will be provided to the individual free of charge, compatible for multi-use situations and which meets health and safety specification with training provided as necessary. A form will be completed when PPE is issued to a staff member is located within the relevant Management Plan
- (e) Details of when the PPE shall be worn will be recorded on risk assessments and method of work statements which will be communicated to staff.
- (f) Individuals are responsible for the correct wearing all PPE provided and are responsible for its maintenance and storage etc. Any defects shall be reported to the responsible manager when it will be replaced.

- (g) Where a care plan identifies that a pupil is sound sensitive then hearing protection will be provided to cover potential exposure with staff briefed.

38. Smoking Policy

The management will seek on all occasions to comply with Smoke free legislation introduced on 1st July 2007. It is therefore School Policy that no persons at the School premises or within a School owned/leased vehicle will be permitted to smoke.

39. Accidents & Injuries & Reporting

- (a) In all cases injuries and accidents where there may be a failure of the school's safety processes or systems will be referred to the competent safety advisor who will oversee all issues in respect of the investigation and reporting.
- (b) The responsible manager will record and investigate any incident, near misses or injury to establish the cause and measures to be taken to prevent a reoccurrence. This includes road traffic crashes. There is a one accident book each for students situated on upper and lower sites, this is Data Protection Act compliant. A standard operating procedure is in place covering the reporting and investigation of incidents and injuries.
- (c) The investigation of accidents and injuries is covered within Standard Operating Procedure – Accident Reporting. In each case reported, and regardless of who investigates the incident, the accident book will be completed with a report compiled outlining:
- the circumstances of the injury/occurrence
 - the actual cause
 - the identified root causes
 - remedial action taken.
- (d) Each report will be filed in a secure area and retained for a period of 5 years.
- (e) In the event that an external organisation (e.g. Local authority safety officer) conducts an investigation, the Headteacher of The School and staff will fully co-operate with that investigation.
- (f) The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be fully complied with. (See Appendix for summary of circumstances

leading to a report being made). In all such cases the Business Manager Contractor or client shall be informed of such an injury.

- (g) In the event that it becomes necessary to make a report under RIDDOR relevant information and advice along with a copy of form 2508 are located at www.hse.gov.uk/forms/incident/index.htm
- (h) On an annual basis the accidents reported are reviewed to establish any patterns and areas where preventative action can be taken.

40. First Aid

- (a) The School is committed to providing adequate first aid arrangements, which ensures that the requirements of the Health and Safety at Work (First Aid) Regulations 1981 are met.
- (b) Contractors employed by The School are expected to make reasonable personal first aid provision. This provision will be communicated within the relevant generic risk assessment.
- (c) First aid arrangements will be subject of a specific assessment of risk.

41. Staff Fitness

- (a) All persons employed by The School, whether as an employee or contractor, are expected to maintain a reasonable level of fitness to allow them to undertake their role. All persons are encouraged to report any illness or injury, which may affect their ability to work in a safe manner or the safety of others who may be affected.
- (b) This especially includes those who drive and who become aware of a medical problem which may affect their ability to drive.

42. Young Workers

Young persons employed by the School or attached to the school, as part of a work experience program will be subjected to a specific assessment of risk prior to commencing work or attending the school.

43. New and Expectant Mothers/ Paternity & Maternity Leave

In the event that a staff member becomes pregnant then a specific assessment will be completed making use of the risk assessment pro-form.

44. Disabled Staff

- (a) In the event that an existing or prospective staff member declares a disablement a suitable and sufficient assessment of the risks will be conducted as soon as is practicable and the findings recorded and passed to that staff member.
- (b) No physically disabled persons are currently working within the organisation. In the event that this changes then a specific assessment will be completed in which the control/support measures will be identified.

45. Drink and Drugs

- (a) The School is committed to ensuring that all employees are fit to perform their role and can do so in a safe manner. To meet this aim, the School has introduced a Staff Code of Conduct.
- (b) Every staff member has been provided with a copy of the Policy.
- (c) The administration of prescribed medication will only be completed by trained and appointed persons who have attended relevant training and making use of identified policies and procedures governing such activity. The training of staff will be completed as identified within the schools training needs analysis.
- (d) This provision will be communicated within the relevant generic risk assessment.

46. Staff Welfare

- (a) The provision and nature of welfare facilities in place or provided are in line with the primary role of the School and the care of students.
- (b) This includes ensuring that staff and students have suitable rest areas in which breaks can be taken away from main school activity, fresh drinking water and reasonable food preparation areas.

47. Staff Clothing

Staff are issued with the school dress code during their induction.

48. Lone working

It is not expected that lone working will be undertaken by staff.

49. Mobile Telephones

It is the policy of the School that the use of mobile telephones while driving is strictly prohibited.

50. Health Surveillance

(a) Health surveillance is normally undertaken when staff are exposed to working with chemicals and their products. Within the School normal working activity does not involve such contact and therefore no specific arrangements are made to undertake such surveillance.

(b) In the event that working practices change or a staff member requires such surveillance then this policy will be reviewed.

51. Waste Management

An approved waste carrier attends at the premises and removes all waste products produced in normal work activity.

52. School Trips and Outside Activities

It is the Policy of Ripplevale School that all pupils must experience a range of activities.

These will be achieved by the identification of a range of trips away from the school premises which will be managed and supervised by teaching staff. Such trips will take place inside and outside of normal school hours.

The purpose of such trips is to take pupils away from the school, premises for the purposes of relaxation and for a change of environment and to enable them to interact with others outside of the school environment.

Such trips will be authorised by a Senior Manager who will decide on the suitability of each visit based upon an assessment of risk completed in advance.

The trip supervisors will be expected to:

- Ensure that the trip is authorised;
- To fully participate in undertaking RA for that trip and to ensure all accompanying staff they have fully read and understood the risk assessment and ensured control measure as indicated in risk assessment are in place before trip commences.

- That an assessment on each pupil attending is completed to ensure that the trip is suitable for that pupil based upon medical and dietary requirements as well as attitude and behaviour.
- Any pupils with care plans are identified and care plan is included in RA.

All trips will be reviewed by the Deputy Head, responsible for trips, as a standing agenda on an annual basis or when other circumstances dictate.

In authorising or undertaking such trips then due regards to the HSE advice contained within School trips and outdoor learning activities

