



Ravenshall

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Ravenshall School

Health & Safety Policy

Guidance for School Staff

Reviewed June 2018

Reviewed by Stephen Caines (IOSH accredited)

Reviewed October 2019

Health and Safety Policy Statement

Ravenshall School

1. This policy statement complements (and should be read in conjunction with) the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Ms H Metcalfe **Chair of Governors**

Mrs J Tate **Headteacher**

Original signed and dated by the above

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA ChYPS Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	Therefore PPP schools should reflect this in their School Policy.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health and Safety

Duties and responsibilities for health and safety are assigned to Staff and Governors based upon the following suggested roles.

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
Assisters	Have the authority, independence and competence to advise Headteachers, Governors and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
Employees	Irrespective of their position within the school organisation e.g. VA schools, structure, everyone is regarded as an employee and therefore the employee

duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Policy Group					
Health and Safety Adviser					
LA Officers e.g. ChYPS Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher H&S Committee H&S Advisers School Leadership Team	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;

- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform ChYPS of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the ChYPS Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall ChYPS Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Inspection** of the premises is carried out, in line with

the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);

- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and ChYPS and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S

- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good health and safety standards are maintained;
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
- Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. intranet/Newsletters);
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the ChYPS Health and Safety Policy. These are reproduced here;

1. To maintain an understanding of ChYPS Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;

4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Recording 01 (IR01) forms are available;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.

Assisters	
Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities laid down in the ChYPS Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by ChYPS to promote H&S at work (e.g. EDNET/intranet/Newsletters);

- May take on certain functions such as communication, collation of statistics, coordination of H&S Inspections/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process.

Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the ChYPS Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the ChYPS Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Detailed Arrangements and Procedures Ravenshall School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Accident reports are to be completed initially by the member of staff directly involved in conjunction with all parties involved in the accident. If required, staff may seek assistance from their line manager who may require an investigation to be completed. In all cases, the LA should be notified, in the event of a serious accident, the HSE must be informed.

2. Asbestos

As the facility management team, Pinnacle are responsible for holding the Asbestos Certificate. Should the facility management be transferred during the period of the contract, the new management team will be responsible.

3. Contractors

As the facility management team, Pinnacle are responsible for selection of contractors. However, the Headteacher and Senior Designated Person for Safeguarding need to be assured that all personnel operating on the site during school hours are:-

- Able to produce photographic identity on their first visit;
- Holding current cleared DBS, List 99 (or whatever supersedes) status;
- Working within agreed risk assessments (which must be available for scrutiny);

Regular liaison meetings are to be scheduled with the facility management team and any concerns from staff members tabled and addressed. Where the project is through the LA, school should liaise with ChYPS School Link Asset Management Officer tel. 01484 225249 or 860 5249 or Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081 or 860 6081.

4. Curriculum Safety [including out of school learning activity/study support]

Individual curriculum areas are responsible for producing their own risk assessments which should be available to the Deputy Headteacher (Curriculum). Specific higher risk subjects e.g. PE must refer to adopted health and safety publications, e.g. Safe Practice in Physical Education and School Sport.

5. Drugs & Medications

Care plans will be prepared for pupils with complex medical needs and shared with relevant staff. Copies of care plans will be available on the network for all staff to access. Parents of pupils who depend on administration of medication during school time will be required to complete request forms (examples attached). Medication will be kept in locked cabinets and only administered by staff who have volunteered to do so. Such staff will have the support of the Deputy Headteacher (Complex Needs) in administering medication.

6. Electrical Equipment [fixed & portable]

The facility management team is responsible for obtaining the required Electricity Safety certificate. PAT testing will be completed annually (usually during summer school holiday) and condemned items removed from the site.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The facility management team is responsible for obtaining the required fire risk assessment (completed March 2017 but to be repeated summer 2018). The fire log will be kept in the Administration area (where it can be collected during evacuation drills). Evacuation drills will be completed at least termly with evacuation times recorded in the fire log. Procedures are in place for designated staff to have special responsibilities during evacuation drills. These procedures are available for all staff and included in induction packages for new and visiting staff. Fire alarms are tested weekly. Emergency lighting is automatically deployed in the event of power failure. Fire extinguisher servicing is the responsibility of the facility management team.

8. First Aid

Following a first aid audit in June 2010, the following staff are named trained first aiders:-

- Ms S Greenwood
- Mr J Page

Additionally, the following are trained paediatric first aiders:

- Mrs K Turnbull
- Ms S Mulla

Posters placed around school inform pupils and staff the whereabouts of first aid boxes and the list of trained staff. Each school minibus is equipped with the requisite first aid equipment as detailed in the LA minibus guidance. The overview and re-ordering of first aid equipment is the responsibility of Mrs G Hughes. The re-training of first aiders is the responsibility of the Deputy Headteacher (Pupil Progress). In the event of a medical emergency, administration will be asked to summon an ambulance and where

appropriate a member of the ETA staff will accompany a pupil to hospital where a hand-over to parent/carer will be facilitated.

9. Gas Safety

The facility management team is responsible for obtaining the required gas safety certificate and the certificate is stored in the Caretaker's office.

10. Glass & Glazing

As a PFI project, the school was designed and built with all current safety legislation in place.

11. Grounds - Safety/Security

The facility management team is responsible for maintaining a secure site. The main entrance is controlled by automatic doors which require either operation by key fob issued to staff or opening by administration staff to known visitors. All other entrances to school are controlled by timed automatic devices which open during break and lunch times but locked at all other times. CCTV is operational around the site. Visitor access is controlled by the administration team with strict identification and signing-in procedures. The Behaviour Support Team generally attend situations where staff may be at risk of injury and are Team Teach trained in order to protect themselves from unnecessary risk and injury. This training is regularly (at least bi-annually) updated. The facility management team employ ground maintenance staff for the equivalent of 2 days per week.

12. Hazardous Substances (COSHH)

The facility management team is responsible for obtaining the required hazardous substances for maintaining the site. Specific curriculum subjects e.g. science & design technology are responsible for obtaining and complying with the relevant COSHH sheets. There is a dedicated storage area for chemicals used in science. In design technology, all hazardous substances are kept in locked metal cabinets. Protective clothing is worn in science, art and design technology where necessary. Off-site vocational activities are assessed for risk and protective clothing issued as appropriate. In design technology machinery is tested annually.

13. Health and Safety Advice

Support and guidance on health and safety is provided by the LA and a recent audit completed by Dave Brennan (attached). The subsequent action plan has been largely addressed (July 2010) and will be completed by October half term (2010).

The LA Kirklees Council Group Safety Advisor is available for consultation tel 01484 226445 or 860 6445, ChYPS Asset Management Team, Asset Management Officer tel 01484 225249 or 860 5249.

14. Housekeeping – Storage, cleaning & waste disposal

The facility management team is responsible for ensuring the premises are kept clean, rubbish is disposed of in accordance with WEE regulations and that cleaning arrangements ensure minimum risk of slips and trips to pupils and staff. It is the Headteacher's responsibility to report any failings in this process to the Pinnacle telephone line. Members of staff have the duty to report failings to the administration team in order to support the Headteacher's responsibility. The facility management team is responsible for clearing snow from footpaths and walkways but the school is responsible for play areas and the car park. The risk to pupils of snow and ice is assessed on a daily basis (where necessary) and pupils kept indoors where the risk is deemed medium/high.

15. Handling & Lifting

In general, teaching and learning is not an environment where handling and lifting pose risk. However, in a complex needs school there are specific risks where pupils require physical support from adults. The school is equipped with 3 areas with pupil hoists with tracking. Pupils with mobility issues are assessed following advice from the LA Moving and Handling Advisor (Ms P Townend tel 07976497952) who will issue a pupil specific risk assessment. The guidance contained within is followed strictly and staff members trained in the use of specific slings and procedures for hoisting. Heavier equipment is moved using wheeled carts, often by the facilities management team. Members of staff who work with pupils with mobility issues are included in training in association with other LA complex needs schools.

16. Jewellery

Pupils are discouraged from wearing jewellery, especially piercings. However it is a requirement that all jewellery is removed or taped over for physical activities. Staff model good practice by not wearing 'dangling' jewellery.

17. Lettings/shared use of premises

The facility management team is responsible for providing all aspects of lettings or shared use of the premises. Out of school hours, they have the ability to let any or all of the facilities on site.

18. Lone Working

School has adopted the LA policy for lone working.

19. Maintenance / Inspection of Work Equipment (including selection of equipment)

Pinnacle are responsible for the testing of all gas, boiler, water and pressure systems. The reports are available for inspection. D & T equipment is checked annually and the subject coordinator responsible for implementation of any recommendations. Pinnacle conduct weekly checks of fire alarms and smoke detection systems are carried out and records are available for inspection. . All new ICT equipment is installed by the ICT technician. Photocopiers are leased from IT@Spectrum Ltd and installed and serviced by their technicians.

20. Monitoring the Policy and results

The LA carries out bi-annual health and safety audits. The last audit was in June 2010

and an action plan has been written in order to address concerns raised. Health and safety reports are tabled at the governing body's AGM and any concerns discussed and necessary action taken.

21. New & Expectant Mothers

22. Noise

There are no issues concerning noise within the school.

23. Poster on Health and Safety Law

The Deputy Headteacher (Complex Needs) is responsible for ensuring the Health and Safety Law poster is displayed and up to date (displayed in Reception area).

24. Personal Protective Equipment (PPE)

Personal protective clothing is worn in specific curriculum areas as follows:

- CDT
- Food technology
- Science
- Art
- Horticulture

It is the responsibility of the curriculum lead teacher to ensure protective clothing is worn and inspected at regular interval to ensure suitability in offering required protection.

25. Reporting Defects

Individual members of staff should report any faults or hazards to the school's administration team where a decision will be taken regarding whether to report to Pinnacle (if the fault or hazard involves their equipment/plant) or assess and manage the risk internally. Responses to this process may include closing down an area of school until such times as the fault or hazard is eliminated.

26. Risk Assessments

The Headteacher is responsible for implementing and reviewing risk assessments. However, there is a named governor and Mr S Caines assumes Senior Leadership Team responsibility for implementing risk assessments.

Risk of Hepatitis Infection

If any member of staff is concerned that they may be at risk, they should speak to the school business manager in the first instance. A rolling programme of immunisation will be put in place for those staff deemed to be at the highest risk.

It is essential that staff understand the preventative measures that staff must follow: washing and drying hands thoroughly, covering open wounds with a waterproof dressing, and wearing

27. Signs and Signals

As the PPP provider, Pinnacle are responsible for the signage and maintaining signage. The school however have a duty to report any defects observed during health and safety monitoring inspections.

28. School Trips/ Off-Site Activities see also item 31

The school adopts the LA's guidance on risk assessing school trips and visits. EV1a forms are required for all out of school trips and visits. Form EV1 is required for residential trips with the appropriate time-scale followed for LA approval of such trips. Parental permission is required and careful observation of health care plans (where appropriate) and medication regimes. Parents are requested to attend an in-school briefing in order to be informed of the activities to be undertaken. Staff to pupil ratios are carefully considered and agreed with senior leadership team. An assessment of adequate first aid cover by qualified members of staff will always be undertaken. Where there is any doubt concerning the type of activity in question, the LA's Educational Visits co-ordinator will be contacted for advice.

29. Occupational Health - Stress and staff Well-being

The school has policies covering violence in the workplace, working at height and stress in the workplace. Risk assessments address all the above issues and are available for staff and parents to view. Guidance will be sought where there is doubt from the LA's Human Resources department.

30. Other School Buildings

The school is single site with no other buildings.

31. School Transport – e.g. minibuses

All minibus drivers have completed the LA's certification driving test. Staff members are required to evidence their driving certificates before being tested. Only authorised members of staff are permitted to drive the school's minibuses and are responsible for pre-journey checks. Faults and defects are to be reported to administration for action.

32. Smoking

The school rigidly follows legislation regarding no smoking and displays the appropriate signage.

33. Staff Consultation and Communication

Health and safety is a standing item on Senior Leadership Team, Senior Management Team and Staff Development meetings. Information is shared to all staff at the 3 morning briefing sessions where concerns may be raised and shared. The named governor for Health and Safety is Mrs J Kilbride and Mr S Caines (Head of School) the named school staff member.

34. Supervision

Pupils are required to be supervised at all times. In classroom sessions the class teacher is responsible for ensuring continuity of supervision. It is made clear that pupils must not be left unattended at any time. Rotas for break and lunchtime duties are distributed to staff members who are responsible for ensuring they arrive at designated areas of supervision punctually. Pupils are supervised at lunchtimes and a significant number require support in feeding. Pupil to staff ratios are carefully considered and agreed ratios rigidly adhered to. The school's Central Record contains all information concerning current DBS, List 99, photographic identification and asylum and immigration status.

35. Swimming Pool Operating Procedures (where applicable)

The school has no on-site swimming pool. Where an outside provider is used, for example the LA's sports centre, school staff operate in collaboration with the centre's staff to ensure pupil safety. Staff to pupil ratios are carefully considered and an adequate number of male/female staff support pupils in changing areas.

36. Training and Development

The school's Induction Booklet contains comprehensive information for new members of staff on health and safety. Teaching staff are inducted by Mr J Page (Deputy Headteacher) and all other staff by Mr S Caines (Deputy Headteacher). Risk assessments are in place for all activities as required by legislation. These include:

- Violence in the workplace
- Lone working
- Working at height
- Stress in the workplace
- Use of VDUs
- Manual handling

This list is an example and not an exhaustive inventory of risk assessments. A paper copy of all risk assessments is available but staff are encouraged to read the electronic version stored on the school's network.

37. Use of VDU's / Display Screens / DSE

Administration staff are all provided with LCD VDUs to minimise eye-strain. A questionnaire has been completed by all administration staff with no significant areas for concern identified. A risk assessment has been completed for the use of VDUs. Staff are aware of the procedure for eye testing and issues surrounding health concerns are reported to the appropriate line manager. VDU defects are to be reported to the ICT technician for action on replacement.

38. Vehicles on Site

Entrance and exit to and from the school site is via a one-way system which is clearly marked. Staff vehicles are parked in marked bays. A pedestrian walkway facilitates safe passage across the car park. On arrival each morning, buses are met by a member of staff who conduct a headcount of pupils disembarking and countersign with the escort the agreed number of pupils. The end of school procedure is for buses to arrive and park in-line around the centre of the car park. The school gates are then closed to all traffic and pupils are escorted to their relevant bus. When all pupils are

accounted for the gates are open and buses leave the grounds. There is no vehicular movement whilst pupils are alighting buses. Notices in reception inform visiting staff of this procedure. School transport vehicles are not permitted to reverse whilst on-site.

39. Violence to Staff

The school has a written behaviour policy to address violence to staff. The school employs a Behaviour Support Team who are the front-line in dealing with issues of potential violence. This team is Team Teach trained and their training is regularly reviewed and updated (Bi-annually). Incidents are recorded on Integris G2 and data analysed for patterns with discussion concerning future strategies with relevant members of staff.

40. Vibration

There is no equipment in school which presents risk of vibration.

41. Welfare

The school complies with the Workplace (Health, Safety and Welfare) Regulations 1992. Defects and concerns are logged with Pinnacle for attention.

42. Working at Height

The has a Working at Height policy and recommends the involvement of Pinnacle for any action deemed to be working at height.

43. Waste Management

The school employs the use of sharps disposal containers when necessary and yellow sanitary and other body fluid disposal bins for specialist collection.

44. Water Quality/Temperature/Hygiene

Pinnacle undertake regular checks of water quality and temperature. Records are kept in the caretakers office and are available for inspection.

45. Work Experience

Work experience is undertaken annually by Year 11 students. All placements are in accordance with the LA's authorised, approved and regulated providers. Pupils have the support of 2 designated members of staff who organise appropriate, safe placements. Visits with pupils are always completed before the placement commences and pupils are informed of the requirements in terms of appropriate dress, provision of food and transport arrangements. Pupils are monitored whilst on placement and keep a diary of daily events.

Part 4 Key Performance Indicators

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

- Statutory requirements are complied with;
- Local Authority requirements are complied with;
- OFSTED requirements are complied with;
- The incidence of health and safety related incidents remains at the current level of significantly low;
- The health and safety of all pupils and staff at Ravenshall School is of paramount importance and safeguarding their continued well-being is at the forefront of our practice at all times.