



SOLIHULL

Health and Safety Policy

Setting out our general approach and commitment together with the arrangements we have put in place for managing health and safety.

Owner: Bursar
Reviewer : Assistant Bursar (Compliance)
Last Reviewed: December 2023

Version 1

Statement of Intent

The Governors of Solihull School recognise and accept that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the school, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the school:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and visitors insofar as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the school, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the school's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all staff in the school and the school's Health and Safety Committees. The consultation will take place on a day to day basis on immediate needs with the appropriate member of staff.
6. To ensure that the policy is used as a practical document and that the contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the school's Health and Safety Committees and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

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

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Governors bear ultimate responsibility and provide leadership. Operational responsibilities are delegated to the Executive Headmaster in conjunction with the Bursar. The School Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and others can work.

The School Leadership Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to health and safety issues.

In order to achieve the aims and objectives of the Health and Safety Policy any issues will be brought regularly to the attention of the Executive Headmaster, the Bursar and then to Governors.

In this policy, employees shall be taken to mean all employed staff, non-employed workers, contractors, volunteers (including Governors) and any other adult working or visiting the school campuses.

Dated: December 2023

Approved by the Board of Governors

Health and Safety Committees Membership

The Health and Safety Committees are chaired by the Bursar or Assistant Bursar (Compliance). They are campus specific and are attended by relevant members of staff with health and safety responsibilities. In attendance at all meetings will be:

- Bursar
- Assistant Bursar (Compliance)
- Head of appropriate Campus (or delegate thereof)
- Designated Governors
- School Nurse
- Maintenance Manager
- Other invited staff as appropriate.

Overall and Final Responsibility for Health and Safety

Board of Governors

Responsibilities of Board of Governors

The Board of Governors (the Board) of Solihull School is responsible for formulating policy and fulfilling the duties contained within the Governors' Handbook. It is incumbent upon the Board to act within the Health & Safety Policy and to work in partnership in supporting the Executive Headmaster and Bursar in their health and safety responsibilities. This will be achieved by the Board of Solihull School by:

1. Ensuring that the school's Health and Safety Policy is implemented and monitored within the school.
2. Providing a lead in developing a positive Health and Safety culture throughout the school.
3. Appointing a committee(s) which will review and report upon matters of health and safety.
4. Ensuring that health and safety is a regular item on the Governors' agenda.
5. Ensuring that the policy is reviewed annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working.

Responsibilities of the Executive Headmaster, Heads of Campus, Bursar and Assistant Bursar (Compliance)

The Executive Headmaster, Heads of Campus, Bursar and Assistant Bursar (Compliance) provide a link between the Board, Health & Safety Committees and school staff.

These members of staff will ensure that:

- The Health & Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Employees are provided with support to enable Health and Safety objectives to be met.
- A positive Health and Safety culture is promoted and that employees develop a proactive safety culture which will permeate throughout the school.
- A system of communication and consultation with employees is established.
- The Board is kept informed of the implications in changes in Health and Safety legislation and best practice that impact on the school and its activities.
- Health and Safety standards at events run on school premises out of school time are managed in line with the school's health and safety policies and procedures.
- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant health and safety documents and procedures and the appropriate use of Safety Cloud.
- School buildings, plant and equipment are maintained in a safe condition.
- Welfare facilities provided are maintained in a satisfactory state.
- All contractors are reputable, demonstrating a good Health and Safety record, are informed and confirm acceptance of the school's Health and Safety rules and procedures.
- Contact with external organisations such as the emergency services is co-ordinated.
- Policies are in place for fire risk management, first aid reporting and general risk assessment, to include maintaining Fire Logs and Accident Books. A termly report of the Health and Safety Committees are presented to the Board.

Responsibilities of Heads of Department and other Senior Members of Staff

Senior members of staff have a responsibility to ensure compliance with Health and Safety legislation for the day to day running of the school but may delegate the responsibility for implementation to another member of staff (any delegation must be approved by the Bursar prior to any action).

They will assist the Executive Headmaster, Heads of Campus, Bursar and Assistant Bursar (Compliance) to ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed, and amended as required.

- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant health and safety documents and procedures and the appropriate use of Safety Cloud.
- A positive Health and Safety culture is promoted and that employees develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Departmental meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored, and actions decided.
- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Completed risk assessments are implemented and any action required is monitored.
- Health surveillance as identified by COSHH assessments is carried out.
- Health and safety records are kept up to date.
- Health and safety notices are displayed.
- Accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant, to the Bursar or Assistant Bursar (Compliance) and to the enforcing authorities.
- A procedure is established within Departments for the reporting of Health and Safety issues and that issues raised are considered for action.
- Pupils have opportunity within the curriculum and school environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

Responsibilities of Employees

In order to achieve and maintain high standards of health and safety within the school and in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999, all employees shall:

- Take all reasonable care of their own health and safety and that of others and observe fully any safety rules and always abide by the safety policy.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Co-operate with management on matters of health and safety.
- Report all incidents, accidents or dangerous occurrences to their manager whether injury is sustained or not.
- Attend any training designed to further health and safety.

- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the school engages the services of Citation.

Citation provides the following:

- Assist the school in formulating the policy and procedures required to comply with the Act.
- Assist the school to identify the risks and hazards which are associated with the school's work activities.
- Assist the school to produce the appropriate risk assessments and safe systems of work required as a result of the school's work activities.
- Monitor the effectiveness of the school's health and safety management systems by site audits.
- Monitoring incident and incident statistics and investigating incidents.

Citation can provide assistance to the school in provision of training of employees on request:

ARRANGEMENTS FOR IMPLEMENTATION

Communication and Consultation with Employees

The school has established effective lines of communication to involve and consult our employees on issues affecting their health and safety and to take account of their views.

1. The Health and Safety Law poster is on display and is available on the staff Safety Cloud pages.
2. Involve and consult with employees and key persons through:
 - Individual conversations
 - Notice boards and school network
 - Internal publications
 - Staff meetings
 - Staff Engagement Forum meetings
 - Health and Safety Committee meetings
 - Safety Cloud software

Construction, Design and Management

From time to time construction and maintenance work is undertaken at the school premises. Due to the nature and duration of the works this is rarely notifiable to the Health and Safety Executive.

The school will comply with duties placed on it as a client under The Construction (Design and Management) Regulations 2015, e.g. the managing of projects taking place at the school.

Advice will be sought when required from Citation or specific advisors regards notification of works to the Health and Safety Executive and the management of project work taking place at the school.

Defibrillators

The school provides defibrillators across its campuses and at the David Fricke Mountain Cottage. Staff are given training in their use and so should only be used by trained personnel, supported by the information provided by the unit itself.

It is the school's responsibility to ensure that the defibrillators are in good working order by ensuring that the pads are in date and that the defibrillator is indicating 'ready'. Therefore, it is of high importance that they are checked on a regular basis.

Display Screen Equipment

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices provided by the Safety Cloud e-learning module.

Employees classified as habitual display screen equipment users are entitled to free eye tests and vision correction appliances where these are needed for work with display screen equipment. Details are contained within the relevant H.R. handbook.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

In line with the Declaration of Relevant Information during Employment Policy it is the responsibility of drivers to inform the schools HR Department of:

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as limitations, offences recorded, period bans.
- Vehicle defects that affect ability / safety to drive.
- Any accidents / incidents that occurred whilst driving on behalf of the school.
- Before driving, drivers must:
 - Have read and comply with the rules set out in the Use of Minibus Policy and Driver's Handbook.
 - Review the need to travel.
 - Have a valid licence for the vehicle they are driving.
 - Carry out a pre-use vehicle check.
 - Allow sufficient time to drive allowing for traffic, poor weather and rest breaks.
 - Ensure sufficient rest.
 - Be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive.
 - Have had an eye test in the last 2 years and be using any corrective appliance required by an optician.
 - Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.
- Whilst driving, drivers must:
 - Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
 - Take regular rest breaks every 2-3 hours or at first signs of tiredness.
 - Remain in control of the vehicle at all times.
 - Not smoke.
 - Not use a mobile phone including a hands-free kit when driving.

Driving and School Transport

The school's Use of Minibus Policy and Driver's Handbook must be referred to. The school is committed to reducing the risks to its staff, pupils, parents and others when driving or being driven in a school minibus or own car.

A clear system must be in place for all to be able to check that the legal requirements are being met. The school has considered controls needed for school owned buses and vehicles.

A risk assessment has been carried out for the movement of traffic in and around school premises, taking into consideration minibus, staff, parental vehicle and pedestrian movements. All staff and parents must be made aware of the procedure for drop off and pick up at or outside school premises.

Any collisions that occur involving the minibuses or other vehicles carrying staff or pupils as part of the school day must be reported to the Assistant Bursar (Compliance) and reported as an accident on Safety Cloud.

The school will:

- Ensure risk assessments are completed and that journeys are planned.
- Not put unreasonable time constraints on travel.
- Ensure drivers are competent and fit to drive.
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- All minibus drivers have access to the Use of Minibus Policy and Driver's Handbook and additional information relating to other school vehicles.
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving.
- Establish a travel plan which will limit the requirement for travel and make provisions for long journeys.
- If required, produce an individual travel plan for a pupil with SEND/disability in conjunction with the school's Nursing Team.
- Undertake regular checks of driving licences.
- Provide adequate insurance for the vehicle, the driver, occupants and third parties.
- Maintain them to the required legal standard and ensure suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide access to breakdown support and recovery.
- Provide no smoking signs for inside the vehicle.

Educational Trips and Visits

The school recognises the increased risk of off-site educational visits but believes these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. The assessment will take into account guidance set out in DCSF document Health and Safety of Pupils on Educational Visits as well as OEAP Guidance. The school's Off-site Visit Policy and Guidelines must be referred to.

Electrical Safety

The school will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations.
- Maintain the fixed wiring installation in a safe condition by carrying out routine safety tests.
- Inspect and test by a competent person all portable and transportable equipment within the school regularly to ensure safety.
- Inspect and test second hand electrical equipment donated, lent to, or borrowed by, the school.
- Ensure that all school owned portable electrical appliances are inspected/tested before being taken into use.

(Note: new electrical equipment does not require testing).

- The school does not support the use of personal non-PAT tested devices on the premises. A provision of charging lockers has been provided by the school, for the charging of personal devices.

- Promote and implement a safe system of work for maintenance, inspection and testing.
- Forbid live working unless absolutely necessary, in which case a permit must be issued.
- Ensure employees who carry out electrical work are competent to do so.
- Maintain an asset register of electrical appliances and up to date test and inspection records.
- Emergency cut off points are provided and maintained by the school in high-risk areas.

Emergency Closure

From time-to-time circumstances arise which could lead to the emergency closure of the school. Examples of such circumstances include pandemics, severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power or water supplies.

The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days.

Parents/guardians will be advised via the website and social media, and through standard advice in the school handbook, that there may be occasions when emergencies make it necessary for pupils to be sent home prematurely and that in these circumstances parents/guardians must have informed their children of where they must go.

Decisions as to the following actions will normally be made by the Executive Headmaster in conjunction with the School Leadership Team.

Emergency Evacuation Procedures

The school's Fire Orders for each campus must be referred to.

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees must stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind.

All employees must then assemble at the designated assembly point.

A fire practice is undertaken at the start of every academic year. In addition, a fire drill will take place each term. Advance notice of this will be given to limited personnel.

The school does not require persons to attempt to extinguish a fire, but extinguishing equipment is provided, and action may be taken if it is safe to do so by trained staff.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, must report to the predetermined assembly points.

Re-entry of the building is strictly prohibited until the Fire Brigade Officer or a school Fire Officer present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Evacuation during Examinations

A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other pupils. Silence is maintained. Examination guidance is followed.

Employees at Special Risk

The school recognises that some staff may from time to time be at increased risk of injury or ill health resulting from work activities.

All staff must advise their manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunity employer, the school will take steps to ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

Employer's Liability Insurance

The Bursar is responsible for insuring the activities of the organisation. The school will at all times have a valid employer's liability insurance policy for at least £5 million.

Insurance certificates are displayed in the Bursary and in various other locations throughout the school and will be made available electronically including on Safety Cloud.

There is no legal requirement to keep copies of out of date certificates, however, as far as is possible, a complete record of the school's employer's liability insurance will be kept.

Facilities Hire

Parts of the school premises are hired to external organisations and members of the public. A hire agreement is in place to cover these arrangements and an assessment is made to ensure that the persons hiring facilities have risk assessments, method statements and adequate insurance in place for the duration of the use of the premises. Regular hire agreements are reviewed at least annually.

The school ensures that persons hiring facilities are aware of relevant emergency procedures, e.g. how to raise an alarm in the event of fire or medical emergency.

Fire Safety

The school's Fire Safety Policy, Campus Fire Orders and Campus Fire Risk Assessments must be referred to.

The school will assess and control the risks from fire in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.

Premises are equipped with appropriate firefighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are clearly marked and maintained in good working order and unobstructed. Combustible materials must be kept adequately separated from ignition sources. Emergency lighting is maintained and inspected periodically.

The school will ensure that arrangements are in place to ensure that there is a sufficient provision of firefighting equipment on the premises and all firefighting equipment is regularly maintained. Suitable records of such maintenance must be kept.

The Maintenance Departments are responsible for checking fire safety hardware during monthly site safety audits. The school has an emergency plan to follow in the event of fire or sounding of the alarm.

All new employees will be given a basic fire safety induction, covering the risk of fire, control measures in place to protect them and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

First Aid Arrangements and Accident/Injury Reporting Procedures

The school has implemented a First Aid and Reporting Illness, Injury and Accidents Policy, for further information on first aid arrangements, allergic reaction, anaphylaxis, accident and dangerous occurrence reporting and pupils with individual medical needs please refer to this policy.

Gas Emergencies

Where a leak is identified the supply must be immediately isolated and the Maintenance Manager or School Marshal/Site Manager informed.

Unless the leak cannot be isolated, there is normally no need for an evacuation. In the event of a suspected gas leak:

1. Call 24-hour gas emergency service on 0800 111 999.
2. Evacuate the buildings and move the pupils and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency engineer. If it is safe to do so:
 - Put out naked flames.
 - Open doors and windows.
 - Turn off the gas supply.Do not turn electrical switches on or off.
3. If the general public in the neighbourhood are at risk, contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Gas Safety

Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works.

Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

Emergency cut off points are provided and maintained by the school in high risk areas.

Pressurised gas cylinders must be clearly labelled and stored accordingly. Valves, regulators, flashback arrestors and hoses must be inspected before each and replaced periodically. Gas cylinders must be checked regularly for signs of leakage and emergency procedures followed in the event of fire.

Glass and Glazing

Doors, which can be pushed open from either side, must have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and

transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they must be made of safety material or otherwise protected against breakage. A glazing survey assessment has been undertaken to ensure compliance with the Health and Safety Welfare Regulations 1992 and EN12600/BS6206. This assessment will be reviewed on a regular basis.

Hazardous Substances

The school will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. All staff exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions. Personal protective equipment appropriate to the hazardous substance will be provided and supervisors will ensure usage on a day to day basis.

Staff required to use certain substances / chemicals will be required to comply with the following procedures:

- To use substances / chemicals in accordance with the manufacturer's instructions. If in doubt, they must check before use with the appropriate senior member of staff.
- To ensure that the relevant COSHH assessment or Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPPS) guidance has been read and understood before using the substance / chemical.
- To use Personal Protective Equipment such as clothing, footwear, gloves, masks, eye protection as appropriate.
- To clean any spillage / soiling of such substances in an appropriate manner.
- To ensure any hazardous waste is disposed of in accordance with the risk assessment or CLEAPPS guidance. All hazardous waste must be classified, clearly identified, stored appropriately and an authorised contractor must be used to dispose of the substance / chemical.
- Disposal records must be maintained in a register and kept for a minimum of three years.
- To report any incidents or injuries to the appropriate senior member of staff.

Health Surveillance

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments, e.g. wood dust exposure and hand arm vibration.

Hot Water

Risk assessments have been made to ensure the risk of scalding from hot water supplies including showers, taps and radiators is minimised. Where practically possible TMV values will be fitted to reduce any risk of scalding particularly in showering facilities where there is a risk of full body scalding. Hot water must not exceed 43°C at any outlet (unless a risk assessment specifies otherwise). Monitoring is undertaken and is recorded.

Housekeeping

The school will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to staff, pupils and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times.
- Walkways and walking areas and exits must be kept clear and free from obstructions at all times.
- If water is spilt on the floor, it must be wiped immediately to avoid slipping.
- Trailing cables must not be left in any walking area.

- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area.

Any concerns regarding cleanliness / hygiene must be reported to the School Marshal / Site Manager.

Inclement Weather

The following key points could all have different implications to the operation of the school the safety of the pupils and staff.

- Risks of slips on icy surfaces.
- Traffic conditions hindering staff and pupils getting to school.
- Road traffic accident that involves staff or pupils.
- Temperature problems due to heating failure or similar.
- Equipment failure due to low temperatures, e.g. water supply frozen.

The school must carry out risk assessments for how these (and other) issues may affect persons and create a written Contingency Plan to cover the eventualities.

Remote teaching and learning arrangements will be put into effect if relevant.

Information, Instruction, Training and Supervision

The school will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

Key health and safety procedures are contained within relevant staff and HR handbooks all of which are available on the school network.

A staff health and safety handbook is available on Safety Cloud and contains important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they must follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties. Training will include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures, if it is agreed as part of a members of staff's Professional Development Review (PDR) or to inform staff of a specific health and safety concern. Any training and development needs must be reported to the relevant Manager.

Staff members have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

Note to employees - If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

Legionella

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The school is committed to managing the risks associated with legionella to comply with the terms of ACoP L8.

The school has completed a legionella risk assessment and have a management system in place to control the risk. This includes water temperature checks, flushing of showers, water fountains and the regular biocide cleaning of shower heads and tanks. Records of checks are held on site.

Lifting Equipment

Lifting equipment is maintained in accordance with manufacturer's recommendations. It receives an annual service and thorough examination in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Staff are only permitted to use the lifting equipment where they have been trained (IPAF) and authorised to use it by the school. Refresher training is provided if deemed necessary after observation of poor practices.

Lone Working

The school has implemented a Lone Working Protocol. Please refer to this document for further details.

Lone working must only be undertaken if absolutely necessary. Prior to working alone, it is school policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication, e.g. mobile telephone or walkie talkie.

If employees are working alone on site outside normal working hours, they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the Police if they are suspicious about someone attempting to enter the building.
- Persons working alone must not enter any confined space or undertake hazardous tasks, which includes the use of machinery.

Machinery / Powered Tools

Use of machinery and powered tools is included in risk assessments.

It is school policy that all relevant employees and pupils will be trained in the safe operation of such equipment and employees and pupils are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations.

All pupils will be supervised whilst using such equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible. Employees and pupils must NEVER:

- Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- Attempt to operate any machinery or equipment without the guards or other required safety devices in place.

- Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.
- Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

Major Incident Management Plan

The school's Major Incident Management Plan must be referred to.

The school has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that staff familiarise themselves with these procedures.

Staff must be able to clearly differentiate between the following categories in order to action the correct procedure:

Emergency: A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death or serious injury.

Major Incident: Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting school personnel, and to facilitate the return to normal school operation as soon as possible.

Managing Contractors

The competency of contractors is checked by the Bursar, Assistant Bursars and / or Maintenance Manager / or School Marshal / Site Manager or Grounds Manager before services engaged.

This includes qualifications, insurance, membership of professional bodies and previous experience. Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This must include information on:

- Hazards involved in the work.
- Assessment of the risks arising from the hazards identified.
- How the risks will be controlled.

It is the responsibility of the Maintenance Manager and/or School Marshal / Site Manager and/or Grounds Manager to ensure that work is carried out in accordance with the method statement.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The school will undertake regular checks on the contractors' mode of operation and stop any work suspected to pose a risk to either our staff or the contractor.

Manual Handling and Lifting

The school will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible the school is committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

Precautions

Lifting and moving of objects must always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used must be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.

When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves must be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved must be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees must not attempt to lift or move a load which is too heavy to manage comfortably. Where team lifting or moving is necessary one person must act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees must assume a squatting position, keeping the back straight. The load must be lifted by straightening the knees, not the back. These steps must be reversed for lowering an object to the ground.

Monitoring and Inspection

The school will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Citation Ltd. will undertake bi-annual site safety audits depended upon the assessed risk at each site.

Responsibility for carrying out monthly Health and Safety inspections will be delegated to the designated persons who will conduct this check on the Safety Cloud system and must report findings of the inspections to their managers as required.

The Bursar or other senior members of the Management Team will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum once every two years.

New and Expectant Mothers

Once the school has been informed in writing that a worker is pregnant, a risk assessment will be carried out.

The risk assessment will take into account the type of work normally undertaken and also the working environment.

Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker / nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- The employee is offered warm protective clothing if working in cold environments.
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals.

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother, then a hierarchy of steps will be followed:

Step 1

Temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:

Step 2

Offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3.

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

If a pupil enrolled at the school becomes pregnant the school will ensure that a risk assessment is carried out to take into account the type of activities normally undertaken by the pupil.

Noise

Excessive noise accelerates hearing loss, increases pulse rate, blood pressure and breathing rate. Regulations require action if noise levels reach 85dB(A) for a significant part of the working day. Ear defenders are to be worn at all times when working in a noisy environment above these levels.

Stethoscopic headphones are not permitted to be used during normal teaching and learning activities.

Any incidence of excessive noise must be reported to the Assistant Bursar (Compliance) who will undertake an investigation and record details of the incident.

Personal Protective Equipment (PPE)

PPE includes safety equipment such as masks, visors, protective footwear, gloves, high visibility vests / jackets and hard hats. The school acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the School will:

- Assess the risks and the PPE to be issued to ensure it is suitable.
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.

- Give training and instruction to personnel on its use and how to look after it.
- Monitor use and condition of PPE.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

Personal Security

It is not practical to completely restrict access to the school site. Visitors are advised to report to either the main school receptions or the Bursary. All visitors are required to sign the visitors book upon arrival at the school and must be wearing a clearly visible badge and be accompanied by a member of staff at all times.

The school's Visitor & Visiting Speaker Policy must be referred to.

Unwelcome visitors may at times enter the site and staff must be alert to this possibility and must be observant. Unrecognised individuals must be approached in a courteous manner and escorted to their destination where they must be passed on to the appropriate member of staff. Staff must escort off site those who appear to have no genuine reason for being on site.

If a member of staff witnesses a theft or other lawbreaking activity, they must immediately dial 999 and inform the police.

Play and Sports Equipment

Play and sports equipment is routinely visually checked for damage, wear and tear. A thorough visual check is undertaken and recorded on a termly basis. Staff are responsible for informing the Bursar if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

Pressure Systems

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems in accordance with the insurance schedule and relevant regulations. Written schemes of examination and records of inspection shall be maintained.

The school will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

Provision and Use of Work Equipment

It is the school policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. The school will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to their manager.

Staff must not use any device or equipment outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The Maintenance Manager shall be the point of reference for queries regarding equipment maintenance and testing. The Maintenance Manager will identify all equipment that requires testing. It is the responsibility of Heads of Departments to ensure that any issues with equipment within their department are reported as soon as possible.

The Maintenance Manager will ensure appropriate servicing / maintenance of equipment is carried out, to record the maintenance checks and inform the Bursar or Assistant Bursar (Compliance) of any issues.

Radiation Sources

The school has appointed a Radiation Protection Advisor who audits the storage, use and disposal of the radiation sources.

The school has appointed a Radiation Protection Officer who maintains a register of all radiation sources ensuring that they are stored appropriately. Radioactive sources are inspected every three years and leakage tests are undertaken by the Radiation Protection Officer annually.

The Health and Safety Executive has been notified of the use of radioactive sources at the School.

Radon Exposure

Radon (properly known as radon-222) can seep out of the ground and accumulate in houses or indoor workplaces although we cannot see it, smell it or taste it. Radon is produced by uranium which, is naturally occurring in many rocks and soil.

Generally, the highest levels of radon are detected in underground spaces such as basements, caves and mines. Ground floors of buildings are also susceptible to high levels of radon due to the lower pressure of the surrounding atmosphere, i.e. if radon is present in the sub soil it will seep through the cracks in floors.

Many parts of the country have high levels of radon, but they are predominantly focused across the western half of England, Scotland, throughout Wales and Northern Ireland.

Radon brings an increased risk of lung cancer.

The school will ensure that all reasonable steps will be taken to secure the health and safety of pupils and staff and others who work in areas that may be affected by radon. This will include carrying out a suitable and sufficient risk assessment in respect of radon and taking the appropriate action where required.

Radon is identified as a hazard in the following situations:

- Buildings situated in a radon affected area.
- Basements that will be occupied for over 50 hours per year.
- Mines, caves or underground environments.
- Suspected radon sources such as ground water, e.g. water treatment works.

Where hazards are identified, workplaces will be tested. If levels of radon exceed 400 Bq m⁻³, then regulations apply. The level of action required will be determined by:

- Radon level.
- Occupancy time.
- Working environment.

Where levels exceed the workplace threshold, measures will be taken to reduce high levels of radon to meet regulatory requirements:

- A simple record will be kept where radon levels are satisfactory.
- Safe systems of work for inspection or testing are promoted and implemented.

Employees must ensure they:

- Participate as requested in the radon measurement process and use/maintain any control measures identified as being necessary to minimise risks.
- Do not carry out any work unless competent to do so, follow any training, guidance and instruction given to prevent injury or ill health.
- Report any hazardous or dangerous situation to the employer.

Responding to Pandemics

Where unprecedented situations arise, the school will act in the following manner:

- Follow Government or other reliable sources guidance wherever practicable.
- Undertake risk assessment(s) and review as necessary. This should consider on site and off site activities.
- Undertake checks where appropriate to ensure compliance with the risk assessment(s).
- Where staff/pupils return to on site activities, screen them and monitor ongoing testing.
- Provide suitable information for all members of the school community and visitors, hirers and contractors.
- Provide suitable information such as infection control, distancing, mask wearing and ventilation for classrooms, offices, social/welfare areas and school transportation.
- Provide adequate information and instruction for staff in the form of posters and e-learning where appropriate.
- Provide suitable equipment for continued operation such as cleaning equipment and PPE.

Rifle Range

The school has a Ministry of Defence armoury and rifle range on the premises which are operated in accordance with Ministry of Defence procedures and risk assessments. The armoury and rifle range are inspected monthly by the school and annually by the Ministry of Defence.

Only school owned or Ministry of Defence owned rifles are operated within the range. All rifles are serviced either by the Ministry of Defence or locally by a competent person.

Only Duke of Edinburgh, Combined Cadet Force or Solihull School Shooting Team pupils are permitted to use the rifle range. All use is supervised by competent staff in accordance with Ministry of Defence procedures.

Stress and Bullying

The school has a Pupil Anti-Bullying Policy, an Exclusion Policy and a Staff Anti-Bullying and Harassment Policy, all of these policies must be referred to.

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The school recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The school ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties.

Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated in the school and pupils can report bullying and other matters of concern.

The school provides an Employee Assistance Programme which can, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.

Swimming Pool

The Supervisors of the pool are familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", the School Swimming Pool Operating Procedures and Emergency Action Plan.

A risk assessment is in place for the use of the swimming pool by pupils.

Temperature

No specific minimum temperature is defined for schools. In situations where the temperature drops below 16°C for prolonged periods (greater than 24hrs) this must be reported to the Executive Headmaster, Heads of Campus, Bursar or Assistant Bursar (Compliance). In periods of hot weather, temporary cooling will be provided with fans and staff, pupils and visitors have access to water.

Vibration

The use of certain handheld tools used by school employees pose a risk of hand/arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. white finger).

Violence and Aggression

The school has a Pupil Anti-Bullying Policy, an Exclusion Policy and a Staff Anti-Bullying and Harassment Policy, all of these policies must be referred to.

Work related violence is defined as an incident in which a pupil or an employee is verbally abused, threatened or attacked by a pupil, colleague or member of the public in circumstances arising out of, or in the course of, employment with the school. Where violence is considered a problem or likely to occur, a risk assessment must be completed.

Any incidents of this nature must be reported as an accident or near miss. An assessment will then be undertaken to determine if any control measures need to be implemented.

Visitors

It is not practical to completely restrict access to the school site. Visitors are advised to report to the school receptions or the Bursary. All visitors are required to sign into the visitor's book upon arrival at the school and must be wearing a clearly visible badge and be always accompanied by a member of staff. The school's Visitor & Visiting Speaker Policy must be referred to.

All visitors and members of staff are required to wear an ID badge and coloured lanyard dependent upon the purpose of their visit:

- **Blue Lanyard: to be worn by all staff/peripatetic staff/those checked to be in regulated activity.**
- **Red Lanyard: to be worn by approved visitors only.**
- **Yellow Lanyard: to be worn by all other visitors and they must be always supervised.**
- **Orange Lanyard: to be worn by external and validated educational inspectors only.**

Unwelcome visitors may at times enter the site and staff should be alert to this possibility and should be observant.

Unrecognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate member of staff. Staff should escort those who appear to have no genuine reason for being on site to either of the school receptions or the bursary.

If a member of staff witnesses a theft or other lawbreaking activity, they should immediately dial 999 and inform the Police.

Working at Height

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable.
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury.
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall. Work at height must be avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed.

All members of staff are required by the school to complete a working at height e-learning module on safety cloud.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management.

Defective ladders are labelled and removed from use.

The school also uses mobile elevated working platforms. All users have received IPAF training and the MEWPs receive a thorough examination under LOLER every 6 months.

Some parts of the school are fixed with fall arrest systems. Staff are trained in the use of harnesses and the harness and fixed systems are subject to thorough examination as required and serviced and maintained.

Working at Height - (Fragile Roofs / Roof Work)

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Employees are not permitted to access any roof without the express permission from the Maintenance Manager. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken.

The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

Working at Height - (Ladders / Step Ladders)

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for staff to follow within the staff handbook. Aeroplane style steps with upper guard rails/handrails or A-frame ladders are used in preference to single section ladders.

Ladders and stepladders must be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded and the ladder marked to indicate the next date after which the ladders must not be used. Defective ladders are labelled and removed from use.

Working at Height - (Scaffolds and Platforms)

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required the Maintenance Manager or in the case of hired equipment, the supplier/contractor must be notified and a new scaffold safety certificate issued if necessary.

Trestles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the school is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

Young Workers

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided and clear instructions on the tasks young people must not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

APPENDIX 1 - RISK ASSESSMENT

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the school has implemented a specific and separate Risk Assessment Policy.

In addition to the Risk Assessment Policy the school is aware of and refers to the following relevant subject guides: -

Art

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

Design & Technology

CLEAPSS Risk assessments in technology
BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments.

Offsite Visits

Health and Safety of Pupils on Educational Visits.
DfE

Physical Education

Safe Practice in Physical Education and School Sport
BAALPE/afPE <http://www.afpe.org.uk/>

Science

CLEAPSS - All information is available via the
CLEAPSS website. <http://www.cleapss.org.uk/>
CLEAPSS Haz cards

Safeguarding and Child Protection

A Safeguarding and Child Protection policy is in place and should be referred to for further information.

Safety Cloud

Safety Cloud is a web-based system that provides a modern approach to Health and Safety. Safety Cloud is a well-honed system, designed to record and store accident information and, to produce hold and manage, risk assessments, clear due diligence trails and policy documentation. Safety Cloud monitors all work equipment and advises of impending checks and allows employee training to be managed including the provision of e-learning tutorials.