



Health & Safety Policy

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1. Aims

1.1. Furze Platt Senior School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

1.2. Intent

1.2.1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and others whilst engaged in school activities.

1.2.2. The Governing Body will ensure, so far as it is reasonably practicable: -

- That all places under its control, where staff, students and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
- That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled;
- That equipment and systems of work are safe and without risk to health and safety.

1.2.3. The school undertakes to provide adequate information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively towards their own health and safety and that of others.

1.2.4. The school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.

1.2.5. The School and Governing Body should ensure safety surrounding the school site is optimised, including the securing of the site as far as is practically possible and ensuring the necessary traffic control measures are in place within the school site.

2. Legal Framework

2.1. This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
 - [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height
- 2.2. The school follows [national guidance published by UK Health Security Agency](#) (formerly Public Health England) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- 2.3. This policy complies with our funding agreement and articles of association.
- 2.4. Other Legislation & Statutory Guidance
This policy has also been created with due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Apprenticeships, Children and Learning Act 2009
 - Children Act 2004
 - Equality Act 2010
 - The Special Educational Needs and Disability Regulations 2014
 - DfE (2018) 'Working together to safeguard children'
 - DfE (2023) 'Keeping children safe in education'
- 2.5. Other relevant school policies include:
- Child Protection & Safeguarding Policy
 - Equality, Equity, Diversity and Inclusion for Staff Policy
 - Equality, Equity, Diversity and Inclusion for Students Policy
 - First Aid Policy
 - Offsite Activities Policy
 - Special Educational Needs & Disability Policy
 - Supporting Students with Additional Health Needs Policy
 - Accessibility Plan
 - Lettings Policy

3. Roles & Responsibilities

3.1. The Governing Body

The governors are accountable for ensuring that health and safety procedures within the school are adequate. The Headteacher will assume responsibility for the day-to-day management and implementation of the policy and will ensure that all necessary procedures are devised, implemented, monitored and reviewed.

The Governors will:

- 3.1.1. ensure the school has a written health and safety policy;
- 3.1.2. ensure that there are clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work);
- 3.1.3. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out;
- 3.1.4. appoint a governor with specific responsibility to monitor health and safety policy and practice in the school and to report back to governors
- 3.1.5. have health and safety on the agenda at Governing Body meetings as appropriate;
- 3.1.6. ensure that health and safety performance is monitored by the Governing Body, at a detailed level by the Resources Committee with improvements to health and safety related items identified and acted upon in a timely manner;
- 3.1.7. ensure that the school's Health and Safety Policy are reviewed annually;
- 3.1.8. ensure the Headteacher, as the person responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

- 3.1.9. ensure that the Health and Safety governor undertakes formal health and safety training, including refresher courses as required.

The governor who oversees health and safety is Joshua Reynolds.

3.2. The Governing Body will ensure that the Headteacher and staff provide: -

- 3.2.1. a safe environment for students, staff, visitors and other users of the premises;
- 3.2.2. safety around the school site, including the securing of the site as far as is practically possible and ensuring the necessary traffic control measures are in place within the school site.
- 3.2.3. plant, equipment and systems that are safe;
- 3.2.4. safe arrangements for transportation, storage, disposal and use of articles and substances;
- 3.2.5. safe and healthy conditions that take account of
 - statutory requirements
 - approved codes of practice (HSE documents)
- 3.2.6. adequate information, instruction, training and supervision;
- 3.2.7. provision of all necessary safety and protective equipment.

3.3. The Headteacher

The Headteacher is the Responsible Person for Health and Safety (RPHS) and in charge of the day-to-day management of the school and will ensure these duties are carried out. In his/her absence a deputy head will carry out these functions. The Headteacher will:

- 3.3.1. pursue the objectives of the Governing Body with respect to health and safety as described above;
- 3.3.2. ensure this Policy is communicated adequately to all relevant persons;
- 3.3.3. ensure health and safety is an agenda item, as required, in meetings;
- 3.3.4. ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk;
- 3.3.5. ensure their duties as the Responsible Person for Health and Safety (RPHS) for management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability including in terms of nominating their Deputy RPHS (DRPHS), attending any specific training provided and putting in place the arrangements required;
- 3.3.6. ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties;
- 3.3.7. ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties' activities are considered and adequate control measures put in place to ensure the safety of anyone who may be affected by the work;
- 3.3.8. liaise with specialist Health & Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe;
- 3.3.9. receive written reports from appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond within a reasonable period to the points made;
- 3.3.10. ensure appropriate consultation arrangements are in place with staff and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it;
- 3.3.11. ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept;

- 3.3.12. ensure that all accidents, incidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Headteacher. Where specifically required i.e., in the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 ensure appropriate reports are made to the Health and Safety Executive (HSE). Injuries including accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident). All incidents reported to the HSE must be done on-line unless it is a major injury or fatality. The web address is www.hse.gov.uk/riddor
- 3.3.13. ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated;
- 3.3.14. ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment, tractor and mowers etc). ensure that materials and equipment purchased are safe and without risk when properly used;
- 3.3.15. ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept;
- 3.3.16. provide regular health and safety reports to the Resources Committee (including any outcomes from termly Health and Safety inspections).
- 3.3.17. ensure arrangements are in place to monitor premises and activities for health and safety performance;
- 3.3.18. keep abreast of the changes in the HSE's Regulations and Codes of Practices and liaise with the local authority Health and Safety Team for regular updates and pass on the information to the staff concerned;

3.4. Responsibilities of the Estate Manager / Deputy Person(s) Responsible for Health and Safety

The role of (DRPHS), will be nominated by the Headteacher (as the DRPHS) to deputise for and support them in the local management of premises related issues i.e., asbestos, fire safety, legionella and glazing in accordance with the HSE's Codes of Practice. The Nominated (DRPHS), must be competent to carry out their role and attend any specific training provided.

The person with designated responsibility for co-ordinating Health and Safety is the Estate Manager. In the absence of the Estate Manager the Site Manager on duty will assume the (DRPHS), role.

The Estate Manager is responsible for:

- 3.4.1. Co-ordinating and managing the risk assessment process for the school;
- 3.4.2. Co-ordinating the termly general workplace health, safety and fire safety inspections;
- 3.4.3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school;
- 3.4.4. Keeping records of all health and safety activities;
- 3.4.5. Advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others;
- 3.4.6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities;
- 3.4.7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

3.5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

Heads of Department, Technicians and Site Controllers.

They are responsible for:

- 3.5.1. Applying the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Heads of Departments are specifically responsible for: -
 - drawing up safety procedures for their departments;
 - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience;
 - ensuring, so far as reasonably practical, that staff and students follow safe practices, and that equipment is regularly checked and used as is appropriate.
- 3.5.2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the Estate Manager as appropriate;
- 3.5.3. Ensuring that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work;
- 3.5.4. Resolving health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher;
- 3.5.5. Carrying out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required;
- 3.5.6. Ensuring that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH);
- 3.5.7. Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, students and any others who may be affected, in areas under their control;
- 3.5.8. Assessing the training needs of themselves / their staff and raise any requirements with the Estate Manager;
- 3.5.9. Ensuring all accidents/ incidents/ near misses occurring in areas under their control are reported and investigated appropriately.

3.6. Class Teachers

Class teachers have responsibility to:

- 3.6.1. Ensure effective supervision of their students and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises;
- 3.6.2. Follow health and safety procedures applicable to their area of work;
- 3.6.3. Give clear health and safety instructions and warnings to students as often as necessary;
- 3.6.4. Ensure the use of personal protective equipment and guards where necessary;
- 3.6.5. Integrate all relevant aspects of safety into the teaching process;
- 3.6.6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks;
- 3.6.7. Report all accidents / incidents / dangerous occurrences and defects to the Estate Manager and their Head of Department.

3.7. All staff

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the policy, all employees must:

- 3.7.1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- 3.7.2. Follow all instructions on health and safety issued by the school or any other person designated as having responsibility for a relevant aspect of health and safety;
- 3.7.3. Act in accordance with any specific health and safety training received;
- 3.7.4. Report all accidents/ incidents and near misses in accordance with current procedure;
- 3.7.5. Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- 3.7.6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities;
- 3.7.7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements;
- 3.7.8. Exercise good standards of housekeeping;
- 3.7.9. Know (and where necessary follow) the emergency procedures i.e., for fire, first aid etc.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

3.8. Hirers, contractors and others

- 3.8.1. When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.
- 3.8.2. The Headteacher will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 3.3.6 and 3.3.7 above.
- 3.8.3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.
- 3.8.4. When the premises are hired to third parties, they must be made familiar with this policy and any relevant standards set by the school in connection with their proposed activities. They must also comply with all safety directions given to them by the school/ Governing Body (including emergency procedures). See the 'Lettings Policy' for further information about equipment and hazards.
- 3.8.5. All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school to ensure the safety of all persons who may be using the premises or may be affected by their activities.
- 3.8.6. All building contractors will be required to fulfil Construction Design and Management Regulations (CDM).

3.9. Students

- 3.9.1. Students (as appropriate to their age and aptitude) are expected to:
 - Take personal responsibility for the health and safety of themselves and others;
 - Observe standards of dress consistent with safety and/or hygiene;
 - Follow the health and safety rules of the school and in particular instructions given by staff in an emergency;

- 3.9.2. They must not misuse, neglect or interfere with things provided for their health and safety.

4. Site Security

Furze Platt Senior School treats the security of our students as a top priority. Security arrangements are monitored and reviewed regularly by the Estate Manager and SLT.

- 4.1. The Headteacher, SLT and Site Team hold keys to the site.
- 4.2. Mr Sam Eaton, Site Controller, is our First Responder and will respond to out-of-hours emergencies.
- 4.3. The school is normally opened at 07:00 and closed normally by 20:00, with perimeter gates (excluding the Leisure Centre) closed at 17:00.
- 4.4. Security arrangements currently in place include:
 - CCTV System (24/7)
 - During the school day, all external gates locked with only entry / exit via fobbed doors in Reception - unwanted visitors and to ensure students cannot leave the school unaccompanied or with an unknown adult.
 - Ensuring all visitors sign in and out as per Section 5 below.
 - Keeping all gates and boundaries in good repair and checked regularly.
 - Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection.

5. Visitors

- 5.1. Visitors sign in and out using the InVentry sign in system at reception. Visitor badges are provided.
- 5.2. Emergency arrangements are displayed via QR codes on the back of the safeguarding leaflet, which all visitors are given upon their arrival.
- 5.3. Contractors report to the school office on arrival for the issue of asbestos permits to work etc.
- 5.4. Parking is available to visitors at the front of the school.

6. Fire Procedures

- 6.1. The Estate Manager is the Responsible Person in the event of a fire.
- 6.2. The Estate Manager and all other members of the Site Team receive regular Fire Safety training.
- 6.3. The fire alarm, emergency lighting and fire extinguishers are checked regularly under a School Contractor. The Estate Manager will ensure that the fire alarm is tested weekly and the emergency quarterly.
- 6.4. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. All staff are aware of the importance of keeping fire escapes always clear.
- 6.5. All staff know their responsibilities during fire drills.
- 6.6. In the event of a fire the Headteacher (RPHS) or Estate Manager (DRPHS) would call the emergency services unless another member of staff were better placed to do so.
- 6.7. The Fire Risk Assessment is reviewed annually by a competent person and checked by the Headteacher and Governor responsible for Health and Safety.
- 6.8. Emergency evacuations are practised at least once a term.
- 6.9. New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.
- 6.10. The fire alarm is a loud continuous siren.
- 6.11. *See separate fire / evacuation procedures document prepared by the Designated Safeguarding Lead.*

7. Emergency Procedures

The school has a Business Continuity Plan. A digital copy is stored on Sharepoint/Operations Leadership Team. A hard copy is stored onsite in the office of the Headteacher's PA and offsite with the Headteacher.

7.1. See separate fire / evacuation procedures document prepared by the Designated Safeguarding Lead.

8. First Aid

A full list of staff who have attended First Aid training courses is held by the Medical Officer (and can be obtained from the SAM HR system). The school arranges external and internal first aid training and ensures higher risk subjects e.g. PE and Technology have appropriate numbers of staff with first aid certificates.

8.1. See the school's First Aid Policy for more specific detail.

9. Control of substances hazardous to health (COSHH)

9.1. Management of COSHH

9.1.1. Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

9.1.2. COSHH risk assessments are completed by the Estate Manager in conjunction with relevant team leads and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

9.1.3. All relevant staff are given the required COSHH training.

9.1.4. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

9.1.5. The use of hazardous substances in school is kept to a minimum. Chemicals that are stored onsite are either in a locked yellow metal cupboard or locked storage rooms.

9.1.6. Any hazardous products are disposed of in accordance with specific disposal procedures.

9.1.7. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

9.2. Asbestos

9.2.1. An asbestos survey of the school has been undertaken, and the school holds a copy of the asbestos register both in hard copy and electronic file. The school's asbestos register/ survey is located with the Estate Manager, with a copy saved in Sharepoint/Operations Leadership Team.

9.2.2. The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the Headteacher.

9.2.3. The Headteacher (RPHS), supported by the (DRPHS), is responsible for ensuring that arrangements are in place to ensure prior to any work being carried out by

school staff /contractors/ others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within the asbestos survey, they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are.

- 9.2.4. Any damage to asbestos, or substances suspected to be asbestos, must be reported by the school immediately to the Headteacher the area must cordoned/locked off immediately and until it is made, or verified as being safe by a competent person.
- 9.2.5. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

9.3. Gas safety

- 9.3.1. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- 9.3.2. Gas pipework, appliances and flues are regularly maintained
- 9.3.3. All rooms with gas appliances are checked to ensure they have adequate ventilation

9.4. Legionella

The legionella risk assessment is carried out biannually by an external contractor. The Estate Manager is responsible for the completion of the monthly temperature checks and flushing. Records are filed in the Estate Manager's office.

10. Equipment

10.1. Equipment and machinery

- 10.1.1. All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 10.1.2. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- 10.1.3. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- 10.1.4. The Estate Manager is responsible for the maintenance and inspection of equipment. This includes ensuring an annual test of electrical appliances (PAT testing).

10.2. Electrical equipment

- 10.2.1. All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- 10.2.2. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- 10.2.3. Any potential hazards will be reported to the Estate Manager / Site Team immediately
- 10.2.4. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 10.2.5. Only trained staff members can check plugs
- 10.2.6. Where necessary, an annual portable appliance test (PAT) will be carried out by a competent person
- 10.2.7. All isolator switches are clearly marked to identify their machine
- 10.2.8. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

10.2.9. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

10.3. PE equipment

- 10.3.1. All staff who use PE equipment are responsible for reporting damaged or defective items to the Site team. The PE Subject Leader is also responsible for monitoring the condition of equipment and informing their Line Manager / Estate Manager of repairs or replacements necessary.
- 10.3.2. Students are taught how to carry out and set up PE equipment safely and efficiently. They are also encouraged to bring faulty equipment to the attention of staff.
- 10.3.3. Staff check that equipment is set up safely.
- 10.3.4. Any concerns about the condition of the gym floor or other apparatus will be reported to the Estate Manager / Site Team

10.4. Display Screen Equipment

- 10.4.1. The Estate Manager carries DSE assessments for new staff in relevant computer-based roles, as requested. Staff should report concerns to the Headteacher and additional DSE assessments can be arranged on request.
- 10.4.2. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- 10.4.3. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

10.5. Specialist equipment

- 10.5.1. Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- 10.5.2. Specialist medical equipment is stored in designated spaces, with the medical team and/or other relevant staff having the required training on how to use it.

11. Glazing

- 11.1. Glazing survey records are kept in the Estate Manager's office.
- 11.2. All windows and doors have either safety glass or have had safety film applied.

12. Lone Working / work outside of normal school hours

- 12.1. Lone working may include:
 - Late working
 - Home or site visits
 - Weekend working
 - Site manager duties
 - Site cleaning duties
 - Working in a single occupancy office
 - Remote working, self-isolation and/or remote learning
- 12.2. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- 12.3. If lone working is to be undertaken, a relevant Line Manager or the Site Team must be informed about where the member of staff is and when they are likely to return.
- 12.4. The lone worker will ensure they are medically fit to work alone.

12.5. The school does not encourage staff to remain on the school site outside of normal opening hours. In the exceptional event of staff wishing to work beyond school hours or on weekends, the Site Team are to be informed.

13. Working at height

13.1. We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

13.2. We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

13.3. Working at height is kept to a minimum, but, when necessary, only trained staff, who have completed a Ladder and Working at Height course will be used.

13.4. In addition:

- The Site Team retains ladders for working at height
- students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons

14. Manual handling and lifting

14.1. The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

14.2. It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

14.3. We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

14.4. Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

15. Personal Protective Equipment (PPE)

PPE is used by school staff as required. Eye protection is used in Technology and Science classrooms. The site team have access to hi-vis jackets, steel toe-capped boots, hard hats and gloves.

16. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

16.1. All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

16.2. While it has thankfully not been an issue at Furze Platt Senior School, staff are discouraged from seeing parents, contractors or any other individuals when alone on the premises.

17. Smoking & Vaping

Smoking or vaping is not permitted anywhere on the school premises.

18. New and expectant mothers

18.1. Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

18.2. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman encounters measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

19. Lettings

The school has a Lettings Policy. Health and Safety information is included within the policy.

20. School Cleaning

The school outsource the cleaning to Direct Cleaning who employ their own cleaning staff with a cleaning supervisor and oversight by the facilities team.

21. Off-site visits

21.1. When taking pupils off the school premises, we will ensure that:

21.1.1. Risk assessments will be completed where off-site visits and activities require them

21.1.2. All off-site visits are appropriately staffed

21.1.3. Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details

21.1.4. There will always be at least 1 first aider on school trips and visits

21.2. See the main Offsite Activities Policy for more specific detail.

22. Minibus

The school has 3 minibuses.

Where appropriate, staff are required to take a minibus driving test, so they are qualified to drive larger minibuses (Category D1 on their driving licence). This largely applies to staff in the PE department.

22.1. Drivers are responsible for undertaking safety checks on the minibuses before use.

23. Accident reporting

23.1. Accident reporting / recording

- 23.1.1. If staff members, pupils, contractors or visitors see or are involved in accidents/incidents and near misses, they will report it to allow consideration of how to prevent a possible accident happening in the future.
- 23.1.2. Reporting will be conducted verbally to the Estate Manager as soon as possible, who will then inform the Headteacher as appropriate.
- 23.1.3. The school will report near misses that constitute as dangerous occurrences to the Health and Safety Executive (HSE) where required in accordance with the RBWM Accident Reporting procedure. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.
- 23.1.4. All accidents and near misses, however small, will be reported and investigated by the Estate Manager and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- 23.1.5. After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 23.1.6. Information about injuries will also be kept in the student's educational record
- 23.1.7. Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

23.2. Reporting to the Health and Safety Executive

- 23.2.1. The Estate Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- 23.2.2. The Estate Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.
- 23.2.3. School staff: reportable injuries, diseases or dangerous occurrences. These include:
 - Death
 - Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Estate Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
 - Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
- 23.2.4. Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:
- Death of a person that arose from, or was in connection with, a work activity
 - An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
 - An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)
 - Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

23.3. Notifying parents/carers

The school will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

24. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given mandatory additional annual health & safety refresher training.

25. Monitoring & Review

- 25.1. This policy will be reviewed annually by the Estate Manager along with the Governors' Resources Committee and the Senior Leadership Team.
- 25.2. Any changes made to this policy will be communicated to all members of staff.
- 25.3. The scheduled review date for the policy is November 2026.