RICARDS LODGE HIGH SCHOOL

Health & Safety Policy

LBM Model Adopted

PUBLISHED

September 2021 - Revised February 2023

Ricards Lodge High School - Governing Board Approved Policy	
Date written/last review	September 2021 - Revised February 2023
Approval level	Headteacher
Date of next review	As required or annually - Next review Summer 2023
Add to website Y/N	Yes

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LBM School Health and Safety Policy

Ricards Lodge High School

Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.

- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name/Signature of Co-Chair of Governors: Ed Foley

Name/Signature of Co-Chair of Governors: Chris Roberts

Date: February 2023

Name/Signature of Head teacher: Kate Page

Date: February 2023

Review date: Summer 2023

Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

A. A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.

B. Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.

C. A lead governor for health and safety is nominated.

D. People have sufficient experience, knowledge and training to perform the tasks required of them.

E. Clear procedures are created which assess the risk from hazards and produce safe systems of work.

F. Sufficient funds are set aside with which to operate safe systems of work.

G. Health and safety performance is measured.

H. The school's health and safety policy and performance is reviewed annually.

The Head Teacher

The Headteacher is responsible for the following:

A. To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.

B. Ensure that a clear written local health and safety policy is created.

C. Ensure that the policy is communicated to all relevant people.

D. Ensure appropriate information on significant risk activities is provided to visitors and contractors.

E. Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.

F. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

G. Arrange for risk assessments of the premises and working practices to be undertaken.

H. Ensure safe systems of work are in place as identified from risk assessments.

I. Ensure that suitable emergency procedures are in place.

J. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

K. Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.

L. Ensure arrangements are in place to monitor premises and health and safety performance.

M. Ensure that all incidents are investigated and suitable remedial actions are taken.

N. Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

The Chair of the Finance & Premises Committee is the Lead Governor for Health and Safety and is responsible for the following:

A. Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.

B. Scrutinise and review health and safety performance.

C. Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.

D. Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

The School Finance & Premises Manager is responsible for the following:

A. To coordinate and manage the annual risk assessment process for the school.

B. To coordinate performance monitoring processes.

C. To make provision for the inspection and maintenance of work equipment.

D. To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.

E. To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

F. To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

Teaching, Support Staff and others holding positions of special responsibility

These individuals (e.g. Deputy/Assistant Headteachers, Curriculum Coordinators, Heads of Departments, School Finance & Premises Manager, Technicians, Administration staff, Site Managers & Caretakers etc) assist the Head teacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; Head of Departments
- Carry out regular health and safety risk assessments of the activities for which they are responsible; Heads of Departments
- Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc, for their area of work; Heads of Departments
- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them; School Finance & Premises Manager
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; School Finance & Premises Manager
- Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety; Heads of Departments
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; Heads of Departments

- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out; School Finance & Premises Manager
- Arrange health and safety courses to meet identified staff training needs. School Finance & Premises Manager
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility; Heads of Department
- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; School site staff and School Finance & Premises Manager
- Ensuring that regular workplace inspections are carried out; School Finance & Premises Manager
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; School Finance & Premises Manager
- Disseminating health and safety information to appropriate persons throughout the school; School Finance & Premises Manager
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; School Finance & Premises Manager
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; Office Manager.
- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; Site staff, Office Manager, School Finance & Premises Manager
- Ensuring that contractors working at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence; School site staff and FES
- Ensuring equipment maintenance records are kept and maintained
- in line with the school / FES demarcation matrix.
- Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities. School Finance & Premises Manager and the CPD administrator

FES – PFI Contract

- Responsibility for soft and hard and PPM (Planned & Preventative Maintenance) tasks and services is divided between the school / T. Brown and FES. An agreed schedule of works and demarcation matrix is available.

Accident / Incident Reporting and Investigation

- Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system accessed via www.merton.gov.uk and in line with the Corporate Accident Reporting and Accident Investigation guidance ; School Finance & Premises Manager
- Minor injuries to non-employees (i.e. pupils and visitors) will be recorded on an Accident Record form. Any first aid given will also be detailed on the Accident Record form.
- The Accident Record forms are kept by: the PA to the Headteacher in their office. The online Medical Room record is maintained by the Office Manager.
- School Finance & Premises Manager will investigate all incidents and act on findings to prevent a recurrence.
- School Finance & Premises Manager is responsible for reporting incidents to the Corporate Safety Section and maintaining records

Consultation with Employees

- Consultation with employees would be through the School and Governing Body

Display Screen Equipment and Workstations

- School Finance & Premises Manager is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.

Educational Visits

- Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).
- The school's appointed Educational Visits Co-ordinator (EVC) is an Assistant Headteacher.

Emergency Procedures – Fire and Evacuation

- Escape routes are checked by: **The site team** daily
- Fire extinguishers are maintained and checked by: FES monthly.
- Alarms are tested by: the site team weekly
- Emergency evacuation procedures will be tested once every term by: Headteacher and the School Finance & Premises Manager

Fire Safety

- A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Merton Council's Contractors.

First Aid

- First aid boxes are located:
    - Science Prep rooms (both C and D Floors)
    - Science staffroom
    - English office
    - A8 Food Technology classroom
    - A10 Food Technology classroom
    - PE Office
    - Green Room
    - RR6 Admin office
    - RR6 Studio
    - There are two defibrillators on site located in the staff room and PE office.
- The following employees are available to provide first aid:
    - Receptionist – Full First Aid at Work
    - Admin Officer – Full First Aid at Work
    - RR6 Office Manager - Full First Aid at Work
    - SLT Administrator – Full First Aid at Work

- Science Technician - Full First Aid at Work
- Site Staff - Emergency First Aid at work

General Risk Assessments

- General Risk Assessments will be coordinated by the School Finance & Premises Manager and other staff as relevant following guidance and documentation available on the Merton Intranet and/or Staff Hub.
- School Finance & Premises Manager will be responsible for ensuring all required actions and control measures are implemented.

Hazardous Substances

- Departmental Technicians will identify hazardous substances and ensure Safety Data Sheets AND COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet.

Health and Safety Training

- Induction training to be provided.
- Additional training as relevant to staff role.

Information and Advice

- Statutory health and Safety Law Poster(s) is displayed in the Staff Room
- Health and safety advice is available from the Head teacher and from Corporate Safety Services on (020) 8545 3384.

Lead Governor for Health and Safety

- The lead governor with responsibility for health and safety is the Chair of the Finance & Premises Committee.

Management of Asbestos

- The asbestos register and asbestos management plan is held by: FES / site manager at the Premises Office.
- FES / the school is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

Managing Medicines

- Prescribed medication will be administered to pupils following guidance and documentation contained in the Schools medical policy on the Staff Hub. The Office Manager is responsible for control of administration of medicines to pupils.

Manual Handling

- Manual handling risk assessments will be carried out by the School Finance & Premises Manager following guidance and documentation available on the Merton Intranet.

Monitoring

- Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: School Finance & Premises Manager
- Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff termly.

Occupational Health

- Access to occupational health services is via The London Borough of Merton.

Review of Policy

- This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: Summer 2023 or earlier if required

Risk Assessment of Curriculum Activities

- Relevant Heads of Department and subject teachers will carry out risk assessments for curriculum activities. Advice will be sought if required.

Safe Plant and Equipment

- Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.
- The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment.
- Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by either the school or FES according to the demarcation matrix.
- Any problems or defects with plant and equipment should be reported to the School Finance & Premises or the Finance Assistant

Selection and Management of Contractors

- The school / FES is responsible for ensuring that contractors are selected and managed following their own process and procedures.

School Security and Visitors

- **Please note that all visits to the school must be booked in advance via the main school office until further notice.**
- All visitors must report to the main reception at the Lodge where they will be asked to sign the visitor's book and wear a visitors' badge with an appropriate lanyard to indicate whether they have a valid DBS check
- Other arrangements to ensure the security of pupils and employees on site are: Contractors must report to the premises office and sign in with them.
- All visitors without DBS checks and wearing a red lanyard must be accompanied at all times by a member of school or site staff.

Violence to Staff

- Assessment of the risks of violence to staff will be carried out by the **Head teacher**. Where applicable the assessment cross-refers to the school's Behaviour for Learning policy.

Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

A. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

B. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.

C. Give clear oral and written safety instructions and warnings to pupils when necessary.

D. Follow safe working procedures.

E. Require the use of protective clothing and guards where necessary.

F. Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

G. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

H. Report all accidents, defects and dangerous occurrences to their Head of Department.

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

A. Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.

B. Cooperate with school management in complying with relevant health and safety law.

C. Use all work equipment and substances in accordance with instruction, training and information received.

D. Report to their manager any hazardous situations and defects in equipment found in their work places.

E. Report all incidents in line with the incident reporting procedure.

F. Act in accordance with any specific health and safety training received.

G. Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.

H. Exercise good standards of housekeeping and cleanliness.

I. Cooperate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

A. Exercise personal responsibility for the health and safety of themselves and others.

B. Observe standards of dress consistent with safety and/or hygiene.

C. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

D. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Representatives

The Headteacher and Governing Body of Ricards Lodge High School recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Part 3: Arrangements and Procedures

This details the operational arrangements in place at Ricards Lodge High School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how Ricards Lodge High School will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to Ricards Lodge High are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that **ALL** sites/sections **MUST** have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Ricards Lodge High School

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures will be located here in this document from **page 16** onwards as part of the health and safety policy of **Ricards Lodge High School**.

Where, for operational reasons and ease of use, size of file/folder etc certain Arrangements e.g. fire safety management; critical incident management; school trips etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

The Headteacher is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at **Ricards Lodge High School** and for ensuring the following tables are accurately completed at all times.

Table of Mandatory Arrangements

Table of Mandatory Arrangements for: **Ricards Lodge High School**
Subject
Accident Reporting and Investigation This is the responsibility of the Finance & Premises Manager. The school have adopted and follow the Arrangements set out in LBM's Corporate Guidance on Accident Reporting Procedures for Schools. In summary, this dictates that an accident form is completed for every incident and these are all filed by the Head's PA in her office. Any first aid that is administered is also recorded on the form. If, within the terms of the corporate guidance, the accident is of a nature and severity where online reporting is required this is undertaken by the Finance & Premises Manager who also completes the necessary investigation on behalf of the Headteacher. If, within the terms of the corporate guidance, the accident is of a nature and severity where it must also be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations this is undertaken by the Finance & Premises Manager on behalf of the Head teacher. The Office Manager is responsible for maintaining the database of students visiting the medical room.
Asbestos Management Ricards Lodge High School is part of the PFI contract and the responsibility for the premises and statutory health and safety requirements is shared between the school and FES (facilities management). The Asbestos Register is held by FES / school in their office located adjacent to the staff car park. The register is maintained by them and provided to all contractors prior to the commencement of any work.
Client Handling The school does not currently have any students that fall within this category. However the school is fully aware of the requirement for the SENCO Assistant Headteacher (SEN & Inclusion) to complete the requisite

risk assessment in the event that a student requiring physical assistance joins the school. This risk assessment will also consider any staff training that may be required prior to staff providing support and assistance to the student.

Communication and Consultation with employees on health and safety matters

This is the responsibility of the Headteacher.
The school has adopted the Local Authority's Health & Safety policy and communication is carried out as follows, to identify or address issues:

- Termly meeting with union reps
- Half termly meetings with SLT and middle leaders (clusters)
- Fortnightly meetings with SLT and line managed areas
- Meeting as required between Headteacher and Finance & Premises Manager
- Termly Governors Premises and Finance Committee to discuss issues
- Termly PFI liaison

Actions taken as required and addressed in house or raised to the FES helpdesk.

Control of Hazardous Substances

This is the overall responsibility of Finance & Premises Manager with the day to day responsibility lying with the DT Technician and Senior Science Technician.

Technology – Flammable items such as aerosols are stored in a locked flammables cabinet within a locked cupboard. These are accessed by the teacher when required for a lesson. A demonstration is given by the teacher and students are supervised when using them.

Science – Chemicals are stored in locked cupboards that are controlled by the technicians. The CLEAPSS information for each chemical is also stored in the vicinity. The technicians measure the required quantity of chemicals for each lesson and place them in the classroom with the relevant hazard cards and equipment. All residue chemicals and equipment is removed from the classroom at the end of the lesson. Health and safety briefings relating to the chemicals to be used are given by the class teacher to the students, prior to the teacher demonstrating the experiment. Students are supervised when undertaking the experiments themselves.

Critical Incident Management

The Headteacher is responsible for keeping the plan up to date.

The school has adopted the Local Authority model CIM plan which is available to all staff on the Staff Hub. All SLT and relevant members of the Governing Body have immediate access to the plan at work and home.
The CIM plan dictates the actions that are required in any number of situations. Training is led by the Local Authority Civil Contingencies Advisor.

Educational Visits / School Trips, including residential visits and any school-led adventure activities

This is the responsibility of the Educational Trips and Visits (EVC) Co-ordinator.
The EVC has regular training through the Merton OEAP Education Visit Training programme.

The school uses London Borough of Merton Outdoor Educational Handbook, There and Back Again (2013) as its reference for health and safety issues. For some visits a prior site visit is undertaken and trip leaders always complete a risk assessment. These are held by the EVC in her office.

Trip leaders are made familiar with the Governments "Run, Hide, Tell" video about actions to take in the event of a terrorist attack. All documents relating to trips and visits are stored on the Staff Hub.

The ECV is responsible for maintaining an up to date list of all trips and visits undertaken.

Facilities / Buildings Management

Ricards Lodge High School is part of the PFI contract and the responsibility for the premises (hard services) falls with FES, the facilities management company.

Any issues with the fabric of the building are reported to the FES helpdesk by the Finance & Premises Manager, Finance & Premises Officer or the Site Manager. Non urgent requests are emailed but urgent requests requiring immediate action are telephoned. A spreadsheet of items logged by the Finance & Premises staff is retained on their PCs.

Fire Safety and Emergency Arrangements including Evacuation Procedures

The site team completes weekly testing of the fire alarm system and arrange in partnership with FES for quarterly servicing of the fire alarm system and annual inspection of the fire extinguishers. Information regarding the tests, inspection and maintenance of the systems is retained by site staff / FES in their office located adjacent to the staff car park. The annual fire risk assessment is arranged by site staff / FES in conjunction with the Local Authority and these reports are retained in the same location / school.

The school uses a Fire Warden sweep search system. Details of this and the Fire Evacuation Procedures can be found in the Fire File which is held in the school Finance Office. The Finance & Premises Manager is the Fire

Safety Co-ordinator and in addition to the responsibilities outlined within the procedures also regularly (termly) updates the Fire Warden checklist and the Staff List for Emergency Evacuation. These documents are accessible by all staff from the Staff Handbook that is held on the shared drive.

First Aid Arrangements and Supporting Medical Needs

This is the responsibility of the Assistant Headteacher (SEN and Inclusion).
The school's policy has been prepared in accordance with the DfE guidance from April 2014 "Supporting pupils at school with medical conditions"
In summary this dictates that:

- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- Ricards Lodge aims to include all pupils with medical conditions in all school activities. Medical intervention in school time should be minimised to ensure full access to the curriculum.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the common medical conditions that affect children at Ricards Lodge. Staff receive training on the impact this can have on pupils.

First aiders at Ricards Lodge have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.
- Attend school trips following the outcome of any risk assessments that identifies a need for trained staff
- School Office Manager regularly checks the first aid boxes and ensures that they are replenished

Health and Safety Training for all staff

This is the overall responsibility of the Finance & Premises Manager with input from Line Managers as part of an individual's performance management.

General health & safety training/awareness and refresher fire warden training is provided by the Finance & Premises Manager during staff training days. Fire Warden training is completed every twelve to eighteen months by non-teaching staff and is run by Fire Compliance Management Services Ltd. A record of this training is held in the Finance office.

All training courses are recorded on the web based BlueSky performance management system against the individual trainee and copies of certificates of completion/attendance are held in the staff files located in the Personnel office.

Lettings

Lettings are arranged and managed by the school. The hirer must agree to the terms and conditions of hire at all times whilst on site. The school will retain copies of all bookings and arrange for the site to be unlocked and locked. A member of staff is on duty at all times.

Lone Working

The school is open as follows during term time:

Monday to Thursday	**7.00am – 6.00pm**
Friday	**7.00am – 5.00pm**
School Reception	**7.30am – 4.00pm**

A warning bell sounds 15 minutes before closure to let staff know that they must leave the building.

The site staff are responsible for locking and unlocking the building and ensuring it is empty.

The site is secured by an electronic entry system and all staff have fobs to let themselves in or out when the reception is closed. Separate arrangements in place for any holiday or weekend working.

Students are not to be left unsupervised, staff take responsibility for their own Health & Safety and are able to work alone, but can contact the site manager Boyd on 07494 756339, Franklin (Caretaker) on 07494 756340 or Luke (Caretaker) on 07949 756342 if support is required.

In case of emergency please dial 999.

Holiday or Weekend Working

The school is open for staff during the holidays, however all staff on site must sign in and out of the building using the signing in book that is kept in the 'Link' area. Should the fire alarm sound during this time, staff should assemble at the astro turf as usual.

Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)

Ricards Lodge High School is part of the PFI contract and the responsibility for the statutory health and safety requirements for the fabric of the building and utilities is shared between the school and FES, the facilities management company. All records are retained in the office located adjacent to the staff car park.

The responsibility for testing and maintaining any equipment belonging to the school is that of the Finance & Premises Manager. The testing and maintenance records are held in the school Finance office.

Managing Work Related Stress

The Headteacher has overall responsibility for this.

The school buy into the Local Authority HR service and this provides swift and easy access to HR advice and guidance including Occupational Health and the Employee Assistance Programme. (Leaflets are available to all staff outlining the free and confidential services provided through the EAP). Each member of staff has a line manager who has a role to support and be alert to any signs of stress and anxiety.

Staff absence is monitored by line managers and reported to Governors, Personnel and Inclusion on a confidential basis.

Training is available.

Manual Handling of Static Loads

Porterage requests are completed by the site team. The school is responsible for ensuring their staff receive the appropriate training and the records for this are held on Blue Sky.

Occupational Health Services

Referrals to this service are the responsibility of the Compliance Officer. Members of staff can make enquiries directly to her or they may be instigated by the Headteacher.

The service is provided through an SLA with the Local Authority. Referrals are made through a secure online portal which is accessible by the Compliance Officer and Headteacher only.

On-Site Vehicle Movements

Responsibility for private vehicles lies within the individual driver.

Students do not need to access the main car park to enter the school buildings. Staff and visitors using this car park are responsible for the safety of any pedestrians in the vicinity.

Students may need to access the Lodge car park and the Canteen car park to enter the school buildings. Staff and visitors using these car parks are responsible for the safety of any pedestrians in the vicinity and would be expected to wait until their route is clear before moving their vehicle.

The majority of supplier deliveries are completed when students are in lessons. In the event a delivery is made during lesson break times when students are in the grounds a member of staff will warn students of the moving vehicle and keep students away from the path of the vehicle.

Movement of the school minibus and the safety of pedestrians in the vicinity is the responsibility of the authorised minibus drivers who have completed the Local Authority driver training and assessment. The minibus has an external camera, with an internal screen and an external sounder which are both activated when the vehicle is reversing.

Personal Protective Equipment (PPE)

Please note that at the current time additional PPE is available in line with relevant guidance from DfE and indicated on our C 19 Risk assessment

This is the overall responsibility of the Finance & Premises Manager with the day to day responsibility lying with the classroom teacher supported by the DT Technician and Science Technicians.

Technology – all students receive regular health & safety lessons and there are signs next to all equipment advising which items of PPE are required to use that piece of equipment.

Science - all students are provided with safety goggles before watching or participating in an experiment and where required a lab coat and / or protective gloves. Briefings on the handling, use and potential dangers of chemicals are given to students prior to their use with instructions regarding the requirement for PPE.

Risk Assessment (including general and activity/task specific)

These are the responsibility of the Finance and Premises Manager.

The assessment is completed by the Finance and Premises Manager, often in conjunction with the affected party using the general risk assessment form provided by the Local Authority and is based on a 4 x 4 matrix. Completed forms are held in the Finance office.

The risk assessment for Expectant Mothers is completed in conjunction with the member of staff who is given a copy. The original form is retained in the staff file which is held in the Personnel office.

Contractors organised by the school provide Risk Assessments and Method Statements (RAMS) for the specific task they have been commissioned to undertake. As the Finance and Premises Manager does not have a full understanding of the technical content of these documents support will be obtained if required to provide advice and guidance and confirm acceptability. The documents are held in the Finance office.

FES are responsible for RAMS for the contractors they commission.

Safety in School Science (CLEAPSS)

This is the responsibility of the Head of Science and Senior Science Technician.
CLEAPPS hazard cards are held in all laboratories and the Science preparation rooms. COSHH data sheets are held in the Science preparation rooms and all containers have the appropriate warning labels

School / Workplace Safety Inspections

This is the responsibility of the Finance and Premises Manager.
Records of these inspections are held in the Finance office. It should be noted that where issues are observed during the normal course of the working day these will be raised with the relevant parties but will not be recorded as formal inspections.

School Security

The site team are responsible for unlocking the buildings and deactivating the intruder alarm system each morning and locking the buildings and resetting the alarm each evening. **The Site Manager lives on site.**

Selecting and Managing Contractors

School and FES have their own procedures for this.

When it is necessary for the school to select contractors recommendations are sought from other local schools. Advice is also sought from FES and the Contracts & Procurement Manager and Officer at the local authority.

Slips, Trips and Falls

This is the responsibility of the Finance and Premises Manager.

These type of incidents would require an accident report to be completed and the procedures detailed under Accident Reporting and Investigation followed. Where the investigation shows that the incident was caused by the environment this will be rectified in conjunction with Site staff to prevent further incidents.

Violence and Aggression to Staff

Staff are employees of the Local Authority and are entitled to protection under the terms of their contract and the law and violence and aggression will not be tolerated on site. The school has adopted the Local Authority Dignity at Work policy which sets out how staff can expect to be treated. In addition all staff sign a declaration annually agreeing to abide by the school and Local Authority policies and procedures which dictate expected behaviours.

The school has a part-time PC on site and swift access to the support of the local schools officers, if required.

Any incidents of violence or aggression by students on staff are managed through our Behaviour for Learning policy and recorded for monitoring. Any incidents by parents/carers toward staff are managed by the HT or SLT and reported to LBM if required for advice and guidance including banning parents from site.

Workstation (Display Screen Equipment) Assessments

This is the responsibility of the Finance and Premises Manager.

Support staff are provided with the HSE Display Screen equipment workstation checklist for self-evaluation and have access via the shared staff drive to the presentation created by the Local Authority safety section for guidance. Completed evaluation forms are retained in staff files. A further assessment is completed when someone changes their workstation or encounters health issues caused by their workstation.