



CASTLE COURT
SCHOOL

Health and Safety Policy

Reviewed: October 2025

Due for Review: September 2026

L Gollings (Director of Operations)

Castle Court School Educational Trust Ltd.

General Statement of Health and Safety Policy

1. The Governors of Castle Court School recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for themselves, all their employees, pupils both in school and on off-site visits, visitors and volunteers involved in any school activity. The Governors are committed to ensure that the school operates in accordance with the policy which follows and where necessary additional resources will be provided.
2. The Governors will have regard to the DfE Guidance 2011: *“Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies”* together with *Section 3: Welfare Requirements of The Early Years Foundation Stage Practice Guidance* and the *Statutory Framework for the Early Years Foundation Stage* in fulfilling this responsibility. In conforming to the above requirements and those of the *“Health and Safety at Work Act 1974”*

Governors Responsible for Health & Safety

Mr M Creeth

PART I -RESPONSIBILITIES & ORGANISATION

GOVERNORS

1. Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
2. Will periodically discuss the effectiveness of the policy with the Head and the Bursar and ensure that any necessary changes are made.
3. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

HEAD

1. Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
2. Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
3. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
4. Will ensure that responsibilities are properly assigned and accepted at all levels.
5. Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
6. Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
7. Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

DEPUTY HEAD

1. Will fully familiarise themselves with the Health and Safety Policy.
2. Will ensure that responsibilities are properly assigned and accepted at all times.
3. Will assist the Head and Bursar in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
4. Will review academic risk assessments in line with the school's risk assessment policy.
5. Will sit on the H&S committee.

ASSISTANT HEAD

1. Will fully familiarise themselves with the Health and Safety Policy.
2. Will ensure that responsibilities are properly assigned and accepted at all times.
3. Will assist the Head in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.
4. Will be responsible for the approval and risk assessment of Educational Visits.
5. Will sit on the H&S committee.

Director of Operations

1. Is responsible for the day to day implementation of the School's Health and Safety arrangements.
2. Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time.
3. Chair the Health and Safety Committee.
4. Arrange training and fire drills where appropriate.
5. Will draw up safe methods and procedures, written where appropriate, for operations under their control.
6. Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

7. Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Consultant as necessary.
8. Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
9. Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
10. Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
11. Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc. in place.
12. Will, in conjunction with the Head and Deputy Head, ensure that all areas of the School are inspected, from a Health and Safety point of view.
13. Will, in conjunction with the Head, review the Health and Safety Consultant's reports and take action where appropriate.

HEALTH & SAFETY CONSULTANT

1. Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
2. Will monitor the effectiveness of the implementation of the Health and Safety Policy.
3. Will report to the Head and Bursar concerning Health and Safety matters, making recommendations as necessary.
4. Will, in conjunction with the Head and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
5. Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
6. Will undertake or assist in undertaking assessments under the Control of Substances Hazardous to Health (COSHH) Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in experts in specific fields as necessary.

HEADS OF DEPARTMENT

1. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
2. Will draw up Risk Assessments, Safe Methods and Procedures, written where appropriate, for operations within their department.
3. Will ensure that all equipment is safe before it is used.
4. Will ensure that Protective Equipment, where appropriate, is used at all times.
5. Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay.
6. Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

TEACHING STAFF

1. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
2. Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
3. Will ensure that their classroom/work areas are safe before they are used.
4. Will ensure that all equipment is safe before it is used by any person.
5. Will ensure that Protective Equipment, where appropriate, is used at all times.
6. Will ensure that any hazardous or dangerous conditions or situation are reported to the Bursar or Head without delay.
7. Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

ALL OTHER STAFF

1. Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

2. Will observe Health and Safety Rules at all times.
3. Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Head without delay.
4. Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
5. Will ensure that working areas are kept clean and safe.
6. Will inspect all equipment and plant before use to establish that it is safe to use.
7. Will familiarise themselves with First Aid and Fire Procedures.
8. Will look after all Health and Safety equipment properly and report any defects immediately.

PART II - Safe Working Procedures

1. Accident and Work Related Ill Health Reporting and Investigation

It is our policy that all injury accidents, however minor, are recorded with the Medical Centre.

The Bursar is responsible for recording and reporting incidents which fall within the recording and/ or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at H&S Committee whose minutes are reviewed by the Governors.

2. Asbestos

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

A Management Survey has been carried out for the premises to identify Asbestos Containing Material (ACM) As a result of the specialist survey, we have identified several locations where ACMs are present within the building's structure. Some of these materials are left in situ and have been made safe by encapsulation and closely managed to prevent the accidental release of fibres.

When refurbishment or demolition takes place, a Survey is carried out in areas where work is to be carried out to establish the full position. Asbestos is removed by Registered Contractor before work commences on any building.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database. We have ensured that our in-house maintenance have received asbestos awareness training and specific familiarisation with the ACMs in our building/s .

3. Building Maintenance and Alteration

When planning maintenance work and minor alterations we schedule the work as far as possible to avoid risks to staff and others who would normally be present in the area. Ideally all but essential maintenance will be scheduled during school holidays. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Director of Operations takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

4. Children and Young People at Work

Where young people/children are involved in work experience/are employed we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their maturity, experience and risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

5. COSHH/Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

1. Listing of Substances being used to establish whether they come under COSHH Regulations.
2. Carry out COSHH Assessment having regard to the following points:
 - a. Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - b. Control Measures to be adopted.
 - c. Maintenance of the Control Measures.
 - d. Carry out Instruction and Training to ensure the following are understood: Use of the substances, their handling, storage and disposal Emergency Procedures Methods of Control Use of Personal Protective Equipment
3. Areas of work that will have COSHH assessments include
 - a. Grounds and Maintenance
 - b. Cleaning
 - c. Catering
 - d. Science

6. Consultation

The school is committed to a partnership approach to risk management involving all managers and employees. In particular the company will consult with staff on:

1. any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work.
2. the planning and organising of health and safety training.
3. the health and safety consequences of introducing new technology.

7. Control of Contractors

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

Where contract work falls within the definition of 'construction' as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- notifying the HSE of a project if it is one which is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days.
- assembling the project team, including checking the competence of all appointees.
- issuing a client brief outlining the purpose, aims and expectations for the work.
- ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff and the drawing up of a construction phase plan before work starts.
- ensuring that arrangements for the management of health and safety are maintained and reviewed throughout the project.
- allowing sufficient time and resources for all stages of the project.
- providing pre-construction information as soon as is practicable to designers and contractors.
- for projects involving more than one contractor;

- appointing a principal designer (PD) and principal contractor (PC) as soon as is practicable, and in any case before the construction phase begins. (If they fail to appoint a principal designer and principal contractor the client must fulfil the duties of those roles themselves.)
- taking reasonable steps to ensure that the PD and PC comply with their duties.
- ensuring the principal designer prepares a health and safety file.
- keeping the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of.

8. Control of Vehicles

Vehicles are controlled in the grounds by way of speed limits and speed bumps. The following rules must be observed at all times:

1. Speed must be kept to 10 mph.
2. Care to be exercised always as there are pupils crossing roadways at all times.
3. Parking only to be carried out in designated areas.
4. Additional control measures will be introduced as deemed appropriate.

9. Disabled Persons Including Temporarily Disabled

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

The school maintains an accessibility plan outlining the school's approach to improving accessibility.

10. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, continuously for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

The School carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a "user" carry out analysis of the workstation to assess risks to Health and Safety – workstation includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established.
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes every hour.
- Provide eye and eyesight tests for the 'user' or any person about to become a user.

Workstation assessments conducted by our Health and Safety Advisors with users themselves following an on-line training session. The outcome of assessments is shared with each 'user' and the Director of Operations.

11. Dogs in the Workplace

Assistance dogs (officially trained and certified by appropriate paperwork) may accompany the person they are assisting into any area the person would normally have access to as part of their enrolment or employment. Assistance dogs must be under the control of their owner at all times whilst on the company premises. The care and supervision of the assistance dog is solely the responsibility of its owner.

The school has a 'Dog Policy' for all other employees who wish to bring their dog on to the school site.

12. Dust Extraction

An extractor unit and ducting is installed in the D & T Department and the Maintenance Workshop and will be operated whenever woodworking machines are used. They are subject to inspection and testing by external contractors on a 14-month cycle.

13. Electricity

Our employees are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by NICEIC or SELECT registered electrical contractors.

The school's maintenance team are permitted to carry out simple electrical tasks as agreed with the Bursar. Examples of these are changing plugs and light bulbs. The minimum standard is that they are competent for the task required.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the company's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment. In the unusual circumstance that live working cannot be avoided, the contractor will outline the stringent controls they have implemented including supervision, risk assessment, trained staff and personal protective equipment.

Our own fixed wire installation will be tested and inspected at least every five years. Our arrangements for the electrical safety of portable electrical equipment are tested by an external provider annually within an agreed schedule.

14. Event Safety

During the school year, a variety of events may take place. These include, but are not limited to

Events for parents on site - Harvest Festival, Easter Service, shows and musical performances, Speech Day, School Ball and Bonfire Night.

Events offsite - Christmas Carol Service.

We recognise that when organising, setting up, running, and breaking down events; we hold the prime responsibility for ensuring the safety of:

- Our employees;
- Our volunteers;
- Our pupils/students;
- Members of the public/visitors to the event;
- Contractors working for us and/or providing services at the event; and
- Any other person who may be affected by the event.

Good planning and management are fundamental to the success of any event. Effective planning and consultation will assist us ensuring that those involved in setting up, running, breaking down, and/or attending the event are not exposed to health and safety risks. The level of detail in our planning will be proportionate to the scale of the event and degree of risk.

15. Expeditions, Trips, Tours

The Deputy Head is the Trips and Educational Visits Coordinator. Approval of such trips is set out in the Trips and Educational Visits Policy. The relevant forms for the planning and associated risk assessments are available on the staff portal and are submitted to the EVC in advance for approval.

All incident and accidents on external visits should be reported and recorded in the same way as accidents that take place on school premises.

16. E safety

Please see separate Policy

17. Fire

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire. At the beginning of each term all pupils are instructed in the action to be taken in the event of fire. Fire practices are carried out each term and these practices are recorded.

The school has a separate Fire Safety Policy and carries out a fire risk assessment in line with the requirements of the Regulatory (Fire Safety) Order 2005 in place for the Premises. The school's Health and Safety advisors carry out this work on our behalf on an annual basis.

Our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points. The alarm system is serviced routinely on a termly basis. The alarm system is tested by the Site Supervisor on a weekly basis by activating a different alarm call point each time in rotation. The alarm is activated at 10.30am on a Tuesday each week and is sounded for a minimal amount of time to ensure that staff are aware that it is a test. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm.

The results of alarm testing and servicing are recorded and held in each building next to the alarm control panel.

Emergency Lighting

We have installed an emergency lighting system incorporating battery back up, which activates on failure of the lighting circuit. The system is subject to a regular activation test and an annual full discharge test by the Site Manager.. The results of emergency lighting tests are recorded and held alongside each fire alarm panel,

Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. A number of staff have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used. Fire extinguishers are subject to an annual servicing contract.

18. First Aid

See first aid policy.

19. Food Safety

The School undertakes its own catering arrangements and the activities in the Kitchens are under the direct control of the Catering Manager.

The Catering Manager ensures that the activities are undertaken in line with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995. In order to ensure that activities are in compliance with the Regulations, the following records and checks are carried out:

1. Cleaning schedules are established and details recorded.
2. Equipment temperatures are monitored regularly and the results recorded.
3. Equipment is maintained regularly as required.
4. Health of the personnel in the Kitchens is constantly monitored.
5. Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
6. General hygiene inspections are carried out on a regular basis.

7. Recommendations following visits by the Environmental Health Officer are investigated without delay.

20. Gas Safety

The school will ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended, and related Approved Code of Practice.

We keep our gas appliances to a minimum, and we currently have domestic/commercial boilers, commercial gas-powered catering equipment and science lab gas taps.

All Liquefied Petroleum Gas (LPG) Cylinders are stored underground and used, the following precautions are taken:

- warning notices are displayed (e.g. Highly flammable - LPG, no smoking etc.);
- smoking or naked flames are not permitted in or near cylinder storage areas;
- combustible materials are not stored near cylinders;
- cylinders are kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials;
- regular checks should be made to ensure that all hosing and connections are in good order and that there are no leaks;
- no valves on any cylinder should be left open and they should not be dropped or roughly handled;
- accommodation in which gas is used must be adequately ventilated; and
- Calor Gas maintain and fill these cylinders in accordance with their safe working practices.
- Fire extinguishers are sited near the underground Calor installations.

Employees are instructed to report any suspected defects to gas systems/appliances as soon as possible to the Bursar and the appliance should be taken out of use immediately. All gas shut-off points are highlighted, and the relevant staff are instructed in their use.

21. Glazing

The school ensures that we meet the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and Part K of Schedule 1 to the Building Regulations 2010 regarding window glazing used in windows, doors, gates and walls around our building(s).

We recognise that impact with glazing can cause significant injury, for example:

Cutting and piercing injuries as a result of impact with glazing in doors, door side panels, and/or glazing at low level in walls and partitions. For doors and door side panels, the risk is greatest for glazing between floor and shoulder level when near to door handles and push plates, especially when normal building movement causes doors to stick;

Falls through glazing following Initial impact at between waist and shoulder level, resulting in additional injury to the face and body; and

Children impacting with low level glazing.

As a result of this, we have taken steps to protect the users of our buildings as outlined below.

We have identified the critical locations within our buildings, which are areas of a building which are more likely to be subject to accidental human impact, to protect our employees, pupils, visitors and contractors. We have adopted the following approach(es) to protect against impact with glazing:

We use glazing that is sufficiently robust to ensure that the risk of breakage is low; and / or

We have taken steps to add glass protection to areas of single glazed units.

Special consideration has also been given to areas of high risk such as the sports hall.

22. Legionnaires Disease

The company has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'. These arrangements include:

Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.

The maintenance of records of all applicable maintenance and testing which are held in the school office together with a copy of the risk assessment and details of the competent person who conducted it.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Site Manager reports this immediately to the Bursar *who ensures* any additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

23. Lone Working

Please see Lone Working Policy

24. Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

1. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
2. Where activities involving risk cannot be avoided they will be subject to an assessment.
3. The risk of injury will be reduced as far as reasonably possible:
 - a. assistance from other personnel
 - b. use of sack barrows or other similar equipment etc
 - c. All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.
 - d. Staff members within the maintenance department will undertake manual handling training and other members of staff as identified by senior management.

25. New and Expectant Mothers at Work

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific consultation with her to discuss her work, taking into account HSE guidance and any particular information which the employee has provided.

26. Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

1. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

2. Where it is not possible or practical to control by the methods in 1. Exposure times will be established and Hearing Protectors will be used.
3. Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.
4. Noise assessments will be carried out by the Health and Safety consultant with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

27. Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

28. Risk Assessment

See Risk Assessment Policy

29. Safe Hot Water

We ensure that temperatures at hot water outlets accessed by more vulnerable persons are thermostatically controlled to prevent scalding in accordance with education guidance. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

30. Safety Signs, Signals and Notices

Statutory health and safety notices are displayed including no smoking signs, the Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate.

Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules. Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

31. Slips, Trips and Falls

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries. The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping. In order to address these issues, the School adopts the following procedures:

1. Spills are managed carefully and are signed if immediate remedial action is not possible
2. Appropriate cleaning regimes are in place.
3. Effective matting systems are employed with appropriate mats in place.
4. Footwear is specified and/or selected correctly for employees and pupils.
5. School premises have been designed or modified to ensure Trip Hazards are controlled.
6. Plant and the Premises are maintained on an on-going basis. Flooring is specified appropriately and renewed when necessary.
7. Housekeeping is maintained to a high level.
8. Supervision of Staff and Pupils is in place as required.
9. Risk Assessment is undertaken where extraordinary situations exist

32. Smoking

Smoking is not permitted within our building/s and company vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements.

33. Sport

Sport in the School is co-ordinated and organised by the Director of Sport who has devised a full policy for sport activities. Staff are trained for supervising and umpiring the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling. Risk Assessments have been carried out for the sport activities in the School and these are linked to Schemes of Work as appropriate.

34. Stress

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We encourage a supportive culture where colleagues assist each other to ease peaks in workload. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The school discourages staff from working excessive working hours.

We offer support through managers, the leadership team and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter

induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment, and discrimination are not tolerated, and the company has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

35. Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1. Equipment is selected carefully to ensure that the vibration level is as low as possible.
2. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
3. Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.
4. If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey.

36. Violence

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job. The School acknowledges the definitions of violence can be any of the following: Physical Assault, Physical Abuse, Sexual Assault, Sexual Abuse, Threats (Oral or Written), Property Damage of Theft and Other types of Physical or Psychological Abuse.

The Governors acknowledge that they have a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

Staff at the School also have responsibilities under current Health and Safety legislation, and are expected to observe the terms of this policy statement and any supplementary guidelines. Staff are required to report incidents of violence or aggressive behaviour to their Line Manager or Headteacher. Any member of staff, or pupil of the School, who perpetrates an act of violence against an employee or a pupil will be subject to the appropriate disciplinary procedure.

The policy relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy and Behaviour Policy and Staff Code of Conduct. In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

37. Visitors

Visitors to our premises include couriers, parents, sales persons, contractors, members of the public (including children), friends and family of employees, members of the emergency services, regulatory staff.

Visitors are asked to sign in and out of our buildings. Visitors will be provided with safeguarding information and will be required to wear a visitors badge and lanyard for the duration of their visit.

38. Welfare Facilities

The school is aware of its obligations to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and can confirm that the existing facilities meet or exceed the minimum requirements. Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.

Facilities are also provided for staff to obtain drinking water, for heating water and provision of food.

Staff are able to rest and eat food, in the school dining room, staff rooms or at their desks. All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. A cleaning regime is in place involving daily cleaning.

39. Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought. Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, managers will advise staff of contingency plans.

For outdoor workers the school provides warm jackets, gloves and hats. In addition to this changes to work patterns such as switching to indoor tasks, additional rest breaks, hot drinks facilities are considered.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they are not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

40. Work at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

1. Work at Height will be properly planned and organised.
2. Those involved in Work at Height will be properly trained and competent.
3. A Risk Assessment will be carried out to establish the correct access equipment.
4. Equipment for Work at Height will be properly inspected and maintained.
5. In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

1. Avoiding Work at Height if reasonable to do so.
2. Using work equipment or other measures to prevent falls where Work at height cannot be avoided.
3. Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

41. Workplace Environment

The comfort of our staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this we provide:

- a central heating system
- additional heating appliances where necessary
- windows which can be opened safely
- adjustable blinds
- portable fans where necessary
- air conditioning units/an air conditioning system
- lighting which is suitable for the tasks undertaken
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.