

Health, Safety and Welfare Policy & Arrangements For Fullbrook School

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Fullbrook has adopted Surrey County Council's Health & Safety Policy and follows its guidelines.

Health Safety & Welfare Policy & Arrangements For Fullbrook School

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Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Principal of Fullbrook School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the general health H&S policy of Surrey County Council (SCC).
- Require all staff, in the school community, to act in accordance with the SCC / School H&S policy and procedures.

2. The Governing Body & Principal will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

3. In support of the above, the Governing Body & Principal will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Mr P Ballard, **Chair of Governors**

Date 18 March 2015

Mrs A E Turner, **Principal**

Date 18 March 2015

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Principal of Fullbrook School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Development Plan. Targets may include:
 - Provision of facility for health and safety purposes
 - Reductions in accidents/incidents
 - Training for Governors/staff
 - Revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of SCC's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Principal at this time. This report should include information on:
 - Progress of the H&S targets in the SDP
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Principal

As Senior Manager for the premises, and of all on & off site school related activities, the Principal is responsible for the day to day management of H&S. The Principal will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Principal will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered,
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler / heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid / medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasia and fume cupboards
 - Sports equipment
- 2.6 An adequate needs analysis of H&S training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Principal H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights,
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.

- 2.10 The school will cooperate and participate in SCC's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Principal.

The Principal may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Principal will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Vice Principal

A Vice Principal will take on the above responsibilities in the absence of the Principal.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Principal for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Principal, and a report to the Principal is provided where necessary.

- 4.6 The H&S training needs of staff are identified and the Principal informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.
- 4.11 H&S is a regular item on Faculty and Heads of Faculty agendas.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Manager

The Premises Manager is responsible to the Principal and Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Principal, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Principal may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Principal accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Principal where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment / Risk Management process and advising the Principal of any deficiencies.
- 7.3 Carrying out, with the Principal and others as appropriate, the school's accident / incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Principal and/or SCC of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Principal any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept

informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body / Principal is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Principal on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

10. Health and Safety Committee

The school has established an H&S Committee which meets termly. The main purpose of the Committee is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S Committee are copied to the Governors' Finance & General Purposes Committee. Membership of the H&S Committee may include:

- Principal
- Governor Representative
- Health & Safety Co-ordinator
- Business Manager
- Faculty Representatives
- Safety Representatives
- Premises Manager
- Catering Manager

Part3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident reporting, recording & investigation

The principal first aider reports under RIDDOR, with details being recorded on the SCC RIDDOR website incident reporting system; investigation is undertaken by the Business Manager. Any report should be seen and signed by the Principal or Vice Principal.

2. Asbestos

Asbestos management is undertaken through a 'buy back' organised with SCC

The Asbestos Register is kept by the Premises Manager in the site office. Arrangements are in place to ensure contractors and others such as the Senior Caretaker etc, have sight of the register prior to starting any work on the premises. Staff and contractors are instructed not to drill or affix anything to walls without first obtaining approval from the Premises Manager / Senior Caretaker, through checking the survey and confirming that no ACMs are present. Staff should report damage to all surfaces. In an emergency, the area will be closed to all at which point a professional company would be called to deal with the problem. This area would remain closed until advised that all was safe.

3. Contractors

Contractors are selected for one off jobs by rounds of meetings, quotes or tenders. The Premises Manager will make arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working practices, risk assessments and frequency of liaison meetings. The Premises Manager is the person responsible for monitoring contractors' working methods. How staff should report concerns, and who to, is addressed when CDM arrangements are signed prior to the commencement of any work on the premises.

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

All departments are required to ensure that teaching staff undertake suitable (written where appropriate) risk assessments prior to commencing hazardous activities. Generic risk assessments can be used as long as they are in our name. Departments are required to ensure that staff have the proper qualification requirements to teach certain activities, and to be familiar with relevant documents e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

5. Drugs & medications

Full details of the school's policy and procedures relating to the administering of drugs and medication to students are included in the Medical Conditions Policy.

6. Electrical equipment [fixed & portable]

The school's fixed wiring is checked every five years (last checked in August 2013) through examination by a competent firm. The Premises Manager maintains the record of inspection which is kept in his office, together with a record of remedial actions undertaken. PAT testing is carried out every year, also using a competent firm.

Any defective equipment should be reported to the Premises Manager / Senior Caretaker so that the item can be removed from use and assessed for repair or renewal.

7. Fire precautions & procedures (and other emergencies)

The Premises Manager is responsible for undertaking and reviewing the fire risk assessment on an annual basis. The fire alarm is tested weekly and fire drills are undertaken at least once per term. Full details of procedures and staff responsibilities during an evacuation are contained within the 'evacuation and sheltering' section of the school's Emergency Plan.

The Premises Manager is responsible for ensuring that the maintenance of fire extinguishers is undertaken annually. The testing of emergency lighting is also done annually.

8. First aid

The names and locations of trained appointed first aid staff can be obtained from the principal first aider or the Principal's PA. First aid boxes are located in the medical room and 'high risk' departments: Science and Technology. The principal first aider is responsible for checking and restocking of equipment etc in the medical room, while the Faculty Safety Representatives are responsible for checking / restocking the first aid boxes in their departments.

Ambulance services will be summoned by the principal first aider / trained first aider if an injury / condition requires more than initial first aid assessment / treatment. and accompany children to hospital. Cover in the event of absence is provided by the staff in the student reception.

Training & retraining of first aiders is done via an outside agency and is monitored by the principal first aider and the Principal's PA.

9. Glass & glazing

All glass in doors and side panels is glazed in safety glass. All and any replacement glass is of the same safety standard.

10. Hazardous substances

Rules on selection and use of substances: advice is taken from the hazard data sheets and the CLEAPSS Hazcards, which are kept within the relative departments. CLEAPSS is fully aligned with COSHH. Staff training (in safe use) is provided as required. The selection and use of protective equipment is also undertaken in line with CLEAPSS advice.

11. Health and Safety Advice

A 'buy back' is in place with SCC for the provision of H&S advice and guidance.

12. Housekeeping, cleaning & waste disposal

12.1 Deliveries

All deliveries are made to the school's reception. Parcels, packages, books etc, are placed in the foyer prior to the caretakers delivering them to the appropriate location.

For larger deliveries such as furniture, the receptionist should contact the Premises Manager or Caretakers via radio so that they can advise the driver which building or entrance to go to. The Caretakers will assist the driver to unload on to the school premises. Site staff will arrange for movement of furniture to relevant areas.

Large or heavy packets should be split up if possible to make carrying easier and safer.

Heavy items must not be stacked on top of each other unless they are very secure and not too high.

12.2 Refuse and recycling bins

Refuse and recycling bins are situated in a number of locations on the school site. The bins are regularly emptied by an external contractor (SITA). Staff, other than the caretaking team, should not place rubbish in the bins. Staff who are clearing out their departments / offices should request assistance from the caretaking team for the removal of the rubbish.

12.3 Snow and Ice clearance

The Caretakers will ensure that access is provided to all buildings by clearing snow and scattering grit and salt to melt ice on paths, steps and ramps. Any areas that require clearance should be reported to the Premises Manager immediately.

12.4 Wet Floors

When corridor floors become wet or there has been a spillage the caretakers will ensure that the areas are mopped and left in a dry condition. "Wet Floor" signs will be put out to advise staff and students of the potential hazard. Staff should report any spillages immediately to the Premises Manager or Reception.

Normal washing of floors will always be undertaken out of school hours.

13. Handling and lifting

Staff should take care when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Premises staff) should be trained (and periodically re-trained) in the correct methods of lifting and should ask for an assessment to be made if it is

thought that there is a risk of injury. Lifting aids such as sack barrows and trolleys should be used whenever required.

Separate assessments and training are needed for the lifting of students or staff. This should only be carried out by fully trained first aiders as supervised by the principal first aider.

14. Lettings / shared use of premises

When a club or person (hirer) makes a booking, they are provided with evacuation notes in case of fire, our terms and conditions plus restrictions on use of equipment and accessible areas.

For major bookings, it is the client's responsibility to employ their own staff and ensure the necessary first aid provision.

15. Legionella prevention

The Premises Manager is responsible for ensuring that a regular water hygiene risk assessment is undertaken by a competent firm and that any remedial actions advised are completed.

16. Lone working

Staff should abide by the policy and procedures set out in the separate Lone Working Policy.

17. Maintenance / Inspection of Equipment

A system of routine testing and inspection is in place for specific equipment. These are tested by external specialist contractors and include:

the fire alarm system; PE equipment; DT equipment (including dust extraction systems); fire extinguishers; fume cupboards; lifts; emergency lighting; intruder alarm system; lightning protection system; boilers and gas appliances; hot water boilers; air conditioning units

Electrical portable appliance testing is carried out on an annual basis on and fixed wire testing of all buildings is carried out every 5 years.

All records and certificates of inspection are held by the Premises Manager.

18. Personal protective equipment

Personal Protective equipment is supplied to students and staff when undertaking specific tasks. These include work in Design & Technology, Food Technology and science Departments. These lessons are appropriately supervised as identified in the department's Scheme of Work. All equipment supplied is routinely checked and maintained or replaced as necessary.

Where a risk assessment identifies that PPE is required by staff or students to carry out specific tasks safely, then the PPE will be provided free of charge.

19. Reporting defects

Any identified hazards, such as water spilt on the corridor floor, should be reported immediately to a Caretaker, the Premises Manager or the Receptionist.

Any electrical items with damaged cables or broken casings, or any broken furniture should be taken out of use immediately and reported to the Premises Manager.

All defects / requests for maintenance should be notified to the site team via the Premises Helpdesk (premiseshelpdesk@fullbrook.surrey.sch.uk).

The Premises Manager will then arrange for a repair to be carried out or the damaged item to be removed.

20. Risk Assessments

Under the Management of Health and Safety Regulations 1992 any activity identified as constituting a significant (medium / high level) risk to the health and safety of employees or other users (students, contractors, parents, visitors) should be assessed and a safe system of work devised, documented and implemented if the activity itself cannot be discontinued or substituted by a safer one. The HSE Document "5 Steps to Risk Assessment" gives further advice.

A Risk Assessment form must be completed for each potentially harmful activity, by all persons who are responsible for areas (teaching and non-teaching) where risks can be identified. Heads of Faculty have ultimate responsibility to ensure that risk assessments have been carried out in their faculties.

If the risk is minimal (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to medium or high).

Where Risk Assessments result in the need for Personal Protective Equipment, these requests should be made to the Head of Faculty.

Special Risk assessments should be carried out by Heads of Faculty when a member of staff becomes pregnant or has a significant health problem.

All risk assessments should be reviewed on an annual basis by the Head of Faculty or when a change of circumstance or procedure occurs.

21. School trips / off-site activities

An SLT member is the designated Educational Visits Co-ordinator (EVC).

There is a rigorous monitoring system in place for all trips and off-site activities. Summary guidance for organising / managing trips and off-site activities is included in the Staff Handbook as well as being held, together with detailed guidance documents, on the network at Staff Shared Area/General Teaching/Trips & Visits.

A risk assessment must be completed for each trip / activity and emailed to the EVC at least 2 weeks before the trip is due to go out. In addition, for residential / overseas / activities trips, an online Surrey Risk Assessment has to be completed ('Evolve').

This should be done in conjunction with the EVC at least 6 weeks before the trip is due to depart.

22. School transport

Only authorised drivers may use the school's minibuses. Staff wishing to drive the minibus must:

- be at least 21 years old and have one years' driving experience;
- advise the Business Manager if they have any points on their driving licence, so that the insurer can be consulted about the availability of insurance cover;
- not have a driving-related court case pending;
- be tested by an approved organisation (the Finance Administrator will make the necessary arrangements); and
- produce their driving licence annually for review by the Finance Administrator.

A current list of qualified drivers can be obtained from the Finance Administrator.

23. Smoking

The School operates a No Smoking policy in compliance with the **Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations** for England which came into effect on 1 July 2007.

Any contactor, member of the public or member of staff wishing to smoke **must** leave the school site.

24. Staff consultation

The Health and Safety Committee meets three times per year (see Part 2 Section 10).

Staff should raise any Health and Safety issues regarding premises maintenance or repairs via the Premises Help Desk.

Other Health and Safety concerns / improvement suggestions should be raised initially at either a H&S Committee meeting or at HoF meeting, at which H&S is a standing agenda item.

Oversight of Health and Safety is undertaken by the General Purposes Committee, at which H&S is also a standing agenda item.

25. Staff H&S training and development

The Fullbrook Staff Handbook provides all new staff with the key information which will help familiarise them with how the School operates. It should answer most of the immediate questions regarding day-to-day life at Fullbrook.

25.1 Teaching Staff

Heads of Faculty (HoFs) are responsible for ensuring that new teaching staff receive all the any necessary resources and paperwork including timetables, school calendar, schemes of work and the faculty / department handbook. The HoF will also explain departmental policies, procedures and health and safety arrangements.

25.2 Support Staff

As for teaching staff, the line manager is responsible for ensuring that new staff receive all relevant documentation and an explanation of H&S procedures (eg fire drills / evacuation routes / assembly points).

HoFs and support staff line managers must assess and identify any training requirements to ensure that all staff possess necessary level of H&S competencies to undertake their roles (eg use of hazardous substances, manual handling, use of VDUs).

26. Supervision (including out of school learning activity / study support)

The school has a staff duty rota for before and after school as well as for breaks and lunch times to ensure that students are never left unattended. All after school activities have staff in attendance.

27. Use of VDUs / Display Screen Equipment

Any member of staff who makes significant use of VDUs should read the advice and guidance contained within the HSE document, 'Working with Display Screen Equipment', which can be downloaded for free from the HSE website.

Regular users of VDUs should also undertake a display screen assessment ('Display Screen Equipment Workstation Checklist', also available for free download from the HSE website).

When you are completing the checklist if you state **No** to any of the questions you must make a comment as to whether something can be done to change the situation of whether it is not applicable. Completed assessments should then be reviewed with your line manager and then, if required remedial actions cannot be organised within the department, with the Premises Manager or Business Manager.

Significant VDU users should note that the School will reimburse the cost of an eyesight test and will also pay the cost of a basic pair of frames and lenses if the optician considers that glasses are required for the purpose of display screen work.

28. Security / Violence towards staff

All visitors to the School are required to sign in at Reception and are issued with a Visitors badge. Any unauthorised person on site should be challenged tactfully "can I help you?" If the person has a legitimate reason for being on site, s/he should be escorted to Reception to sign in; if the person should not be on the site, s/he should be escorted to an exit.

28.1 Violence towards staff

Employees have the right to work in a safe and non-hostile environment and the school wants to ensure that students receive the quality of education to which they are entitled. The school will not be compromised by the negative behaviour of a minority of students or visitors. Examples of negative behaviour include:

- Verbal aggression/harassment.
- The persistent use of foul and abusive language and/or gestures.
- Physical violence or the threat of physical violence.

- Any behaviour resulting in a member of staff feeling intimidated, threatened and/or concerned about their safety.

The school will treat all students and visitors with dignity and respect. Staff have the right to be treated with dignity and respect in return. The school will not tolerate violence in any form, including the use of foul or threatening language, towards employees.

28.2 Security

The Caretaking team is responsible for ensuring that the School is securely shut at the end of each day and the intruder alarms set.

In order to secure the premises and to avoid accidentally locking in members of staff the following rules must apply buildings must be vacated by the following times:

Classrooms above the canteen - 5.45pm

Classrooms 33/34/35/36 - 5.50pm

East Block - 6.00pm

North Block - 6.00pm

Sixth Form Block - 6.15pm

West Block - 6.15pm

Science Block - 6.30pm

Main building - 6.45pm

Staff should make sure that windows are closed in classrooms and lights turned off at the end of the day and should not use the push bar fire exits after 5.00pm unless there is a fire.

It is every member of staff's responsibility to ensure that s/he takes the necessary measures to make safe the materials and equipment in her/his care:

- Keys, bags, etc. should not be left unattended.
- Lost keys should be notified to the Premises Manager immediately.
- Any lost or stolen valuables should also be reported immediately; the Premises Manager is responsible for notifying the police of any thefts and recording the crime number.
- If anyone is seen acting in a suspicious way a member of SLT or the Premises Manager should be notified immediately.

The Premises Manager is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

29. Working at height

The Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007. The Regulations apply to all work at height where there is a risk of someone falling from a higher level.

Any member of staff required to work at height in order to perform a task must ensure that a risk assessment is undertaken. The hierarchy of controls in a risk assessment are:

- Firstly, to avoid work at height wherever possible.

- Then to prevent falls from height.
- Failing that, to reduce the consequences of a fall.

Any member of staff having to work at height must always use the correct equipment. This includes all work that necessitates standing on something to achieve the task. Desks and chairs **do not** comply; the faculty may have to invest in a kick stool or a small step ladder so that the task can be completed safely. Staff using step ladders or other access equipment to put up displays or retrieve resources from a higher level must:

- Carry out a pre-use check that the ladder is in good condition.
- Make sure there is enough space available to fully open the ladders.
- Use any locking devices.
- Check the ground is firm and level.
- Check floors are clean and not slippery.

and also:

- Only undertake light work (up to 10Kg) and work that is of short duration (maximum 30 minutes).
- Not work off the top two steps unless you have a safe handhold on the steps.
- Avoid side-on working and overreaching (make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task).
- Notify the Premises Manager of any work which needs to be undertaken at a height of more than 6 feet; the Premises Manager will determine the appropriate access equipment to be used.

30. Work experience

Work experience is a valuable and essential part of a young person's education and a significant step towards preparing them for their adult and working life. In Fullbrook, work experience is undertaken in year 10.

The HSE guidance on work experience emphasises that employers have the primary responsibility for the health, safety and welfare of work experience students and managing the risks in their workplace.

The School will share with the work experience employer information about a student (including health issues, relevant learning difficulties and any tasks that are not suitable), as well as taking reasonable steps to satisfy itself that the employer is managing any significant risks. The employer will explain the potential risks to students and parents, as well as the importance of raising concerns about safety.

In line with HSE guidance, when deciding on the suitability of a work experience placement, the checks undertaken by the school are in proportion to the environment:

- Low risk environments with everyday risks, such as offices and shops: typically a visit is not needed; instead, the school will discuss with the employer their health and safety arrangements for the student, for example:
 - The work they will be doing.
 - What the risks are and how these are managed.
 - Arrangements for induction, training and supervision.
 - If the employer has employed a young person previously.

The school will request a copy of the employer's liability insurance policy, and check that it covers the period of the placement.

- For medium and high risk environments with less familiar risks, such as light assembly and construction, an assessment visit to the workplace will be undertaken. At this visit, the employer's arrangements for managing risks will be discussed, including:
 - The work the student will be doing.
 - What the risks are and how they are controlled.
 - Arrangements for induction, training and supervision.
 - Site familiarisation and any protective equipment that might be needed.
 - If the employer has employed a young person previously.

The school uses a third party to provide this assessment.