

**Statutory Policy**

Initial Policy: April 2019 Policy updated: Jun 2022 Next Review: Jun 2023 Key Person: CAT

Health & Safety at Work Policy

# Statement of Intent

The Trust Board, Executive Headteacher and Headteacher wish to ensure, as far as is reasonably practicable, the health, safety and welfare of all students, staff and other users of Deer Park School (“the School”), including members of the public. We will co-operate and co-ordinate with partnerships, contractors, subcontractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

This will be achieved by:

* + Providing and maintaining a safe and healthy working environment ensuring the welfare of all persons.
	+ Maintaining control of health and safety risks arising from our activities.
	+ Complying with statutory requirements as a minimum standard of safety.
	+ Consulting with all staff on matters affecting their health, safety and welfare.
	+ Providing and maintaining safe systems, equipment and machinery.
	+ Ensuring safe handling, storage and use of hazardous substances.
	+ Providing appropriate information, instruction and supervision for everyone.
	+ Ensuring staff are suitably trained and competent to do their work safely.
	+ Continually developing a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
	+ Assessing risks, record significant findings and monitor safety arrangements, taking improvement action where necessary.
	+ Reviewing and revising safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
	+ Developing and maintaining a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.
	+ To meet the needs of staff and visitors with disabilities. To support and enable disabled people and those with health conditions, including mental health conditions.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Trustees will be instrumental in its implementation.

# Organisation

## Employer Responsibility

The ultimate responsibility for Health and Safety at Deer Park School is held by Wildern Academy Trust, the duties of the Board of Trustees include the duty to produce and regularly review the Health & Safety Policy for the school.

This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.

## 2.2Trust Board

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring all safety management systems. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors.

The Trust Board in addition to holding overall responsibility will ensure that:

* Ensure that health and safety has a high profile and that this maintained at all times.
* To monitor both compliance with, as well as the effectiveness of this policy and all other polices in place for the schools
* To provide adequate resources to meet the Trust’s legal responsibilities as well as compliance with this policy
* To identify a lead Trustee for health and safety who will actively monitor and promote Health and Safety across the Trust by raising matters with senior leaders as necessary.
* Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Wildern Academy Trust.
* Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Wildern Academy Trust.
* Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.
* Provide strategic direction in health and safety matters.
* Ensure that Wildern Academy Trust suppliers and contractors have been appropriately vetted for health and safety standards
* Ensure that the Health and Safety monitoring group is effectively discharging its delegated responsibilities in terms of health and safety.
* Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
* Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
* Ensure there each school has an effective business continuity and emergency plan in place.
* Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
* Ensure effective safeguarding of children is in place across the Trust.
* Ensure that adequate resources are committed to the management of health and safety.

## 2.3 Executive Headteacher

The Executive Headteacher will represent the Trust Board ensuring that:

* Sufficient resources are allocated and authorised within the organisation’s budget to meet statutory procedures and standards for health and safety across the Trust.
* The impact of health and safety in all strategic and operational decision making is considered.
* The Trust culture promotes a shared responsibility for health & safety.
* All Health and Safety systems in place are current and legal compliancy is being achieved.
* Visibly support the MAT’s health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of, and accountable for, their specific health and safety responsibilities and duties.
* Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
* Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots.
* Undertake monitoring and ensure the provision of adequate resources to achieve compliance.
* Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of the MAT’s policy and procedures as well as any statutory or regulatory requirements.
* Ensure that the school has access to competent health and safety advice.

## 2.4 Head of Central Services

The Head of Central Services is responsible for ensuring that systems are in place and adhered to in order to minimise the like likelihood of enforcement action, penalties and prosecutions. They will be supported by the Trust Estates Manager and they will:

* Ensure that sufficient resources are allocated and authorised within the organisation’s budget to meet statutory procedures and standards for health and safety in the academy.
* Consider the impact of health and safety in all strategic and operational decision making.
* Implement ways in reducing the likelihood of people being harmed by Wildern Academy Trust activities.
* Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
* Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
* Ensure there is an effective accident reporting and investigation procedure across the Trust.
* Ensure that the Trust and its constituent academies have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust’s premises.

## Trust Estates Manager

The Trust Estates Managers role is to support the Executive Head Teacher, Head of Central Services, the Trustees, Head teachers and Local Governing Bodies in the management of all Wildern Academy Trust estates matters to ensure that staff and students are able to access and benefit from attending educational facilities of the highest standard through;

* + Being responsible for the safe and efficient management, operation and development of all Trust premises related functions and resources.
	+ Leading on the planning, development and management of site staff resources, including coordination and delegation of relevant activities.
	+ Being responsible for developing, reviewing and monitoring premises related policies to ensure Trust compliance and integrity at both a national and local level.
	+ Lead and develop premises and estates staff to ensure the Trust has an effective, engaged and high performing team with the right skills and experience to deliver a high-quality premises and estates management service
	+ Effective management and delivery of all projects on Trust sites including tendering and appointment of contractors, taking responsibility for the temporary realignment of service provision while works are in progress
	+ To be responsible for managing all aspects of health and safety matters within the Trust including risk assessments, health and safety policy, fire safety and emergency planning.
	+ Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety strategic development and staff training.
	+ Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.

## Governance

Wildern Academy Trust maintains overall responsibility for safety management monitoring which will:

* + Ensure that health and safety has a high profile.
	+ Ensure adequate resources for health and safety are made available.
	+ Periodically monitor and review local health and safety arrangements.

## Health and Safety Governor Representative

Wildern Academy Trust defers monitoring duties to Deer Park School Local Governing Body which has a designated Health and Safety Governor Representative (Rep), who liaises on a termly basis with the Health and Safety Co-ordinator with regards to medical issues, new guidance, accidents, incidents and risk related matters.

They will conduct on an annual basis a full site review ensuring all detailed systems are being carried out to required standards and any concerns discussed with the Headteacher and Trust Estates Manager. These reviews will be formally recorded and discussed as part of the termly Trust Health and Safety monitoring group meetings. The reviews will be completed using the Governors H&S and Fire Monitoring Review Forms.

The Health and Safety Governor will report back to the governing body, either by email or at the next available meeting. They will represent the staff and pupils with regards to Health and Safety on site. They will:

* Ensure that health and safety has a high profile.
* Ensure adequate resources for health and safety are made available.
* Monitor and review health and safety arrangements, including signing relevant records to show monitoring has taken place.
* Report through agreed communication channels to the Local Governing Body, Estates Manager and Trust Board on H&S related matters.
* Undertake all relevant training to ensure they are current in their understanding of guidance changes.

## Responsible Manager

The responsible manager for the premises is the Headteacher who will act to:

* + Develop a safety culture throughout the school.
	+ Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively, this will be supported by the Trust Estates Manager.
	+ Assess and control risk on the premises as part of everyday management.
	+ Ensure a safe and healthy environment and provide suitable welfare facilities.
	+ Make operational decisions regarding Health and Safety.
	+ Ensure periodic safety tours and inspections are carried out.
	+ Ensure significant hazards are assessed and risks are managed to prevent harm.
	+ Ensure staff are aware of their Health and Safety responsibilities.
	+ Periodically update the governing body as appropriate.
	+ Produce, monitor and periodically review all local safety policies and procedures.

## Senior Leadership Team

The responsibility of applying local safety procedures on a day-to-day basis rests with the Senior Leadership Team and line managers. They will ensure that staff are provided with adequate safety information. They will manage all integral and specific risks relating to their team’s functions. They will ensure that:

* + Their team complies with overall School policies and procedures
	+ All activities are periodically risk assessed
	+ Periodic inspections are carried out
	+ Necessary controls are implemented.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are properly identified and assessed and any precautions deemed necessary are implemented. They will ensure that all new members of staff under their control are instructed as to their own individual responsibilities with regards to health and safety. They will appropriately monitor new staff to ensure compliance, any concerns or issues must be reported to the Health and Safety Co-ordinator, Headteacher or Trust Estates Manager.

## 2.10 Senior Site Manager

The Senior Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Responsible Manager and or Trust Estates Manager. They are to work within the parameters of any provided training and in accordance with risk assessments. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher or Trust Estates Manager, as required.

Their areas of responsibilities are:

* + Ensure that routine repairs are carried out promptly, e.g. replacement of broken glass, paving slabs, faulty electrical sockets, plumbing etc. To ensure the annual inspection of fire alarms and equipment, emergency lighting and signage is carried out.
	+ Ensure the school buildings are kept in a safe state of repair and reporting any concerns to the Headteacher or Trust Estates Manager.
	+ To ensure proper procedures for recording of safety checks and monitoring and recording of incidents within the workplace.
	+ Ensure any works being carried out onsite are being completed safely and in accordance to the risk assessments and method statements.
	+ To ensure that the buildings are secure, locked and unlocked at the beginning and end of each day.
	+ Ensure defects are recorded and dealt with based off a priority basis.
	+ Ensure risk assessments are followed for all related tasks and updated as required.
	+ To check fire alarms, emergency lighting, fire-fighting equipment, water, gas and electrical systems regularly and to record the findings. To report any concerns to the Headteacher or Trust Estates Manager.
	+ To liaise with, and supervise where necessary, contractors working on site to ensure the health and safety of staff, students and visitors.
	+ Ensure that all escape routes are kept free from obstruction.
	+ They will work within their level of competence and seek appropriate guidance and direction from the Headteacher, Trust Estates Manager and/or RW Safety Solutions as required.

## On-Site Health & Safety Co-ordinator

The Senior Site Manager is the on-site Health & Safety co-ordinator for the school who will manage, advise and co-ordinate local safety matters. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher, Trust Estates Manager and or the external Health and Safety Advisor as required.

* + To ensure that the relevant paperwork is in place.
	+ To ensure that visitors use the school’s signing in/out procedures and that they are aware as to what to do in case of fire.
	+ To ensure Subject Leaders carry out the necessary recognised codes of practice in hazardous/specialist areas e.g. art, science, technology, PE, drama, and music, with guidance from the Headteacher.
	+ To ensure risk assessments are carried out as necessary and to update all risk assessments regularly.
	+ To ensure information relating to Health and Safety is shared with all staff and is available on the schools Google Drive.
	+ To ensure that regular PAT testing and up to date log for all mains plugged electrical appliances maintained.
	+ To inform all staff of changes in policy and updates and keep a record of these.
	+ Maintaining the H&S administration system to include population of a 5-year H&S Diary.

##  All Staff (including apprentices, volunteers and students)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own Health and Safety and that of others affected by their activities by:

* + Supporting the school’s Health and Safety arrangements.
	+ Read the Health and Safety Policy and make note of amendments when notified.
	+ Ensure all training that is assigned is completed and carried out as required.
	+ Look at all risk assessments within their department or that may be associated with their role.
	+ Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
	+ Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
	+ To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
	+ Not interfering with Health and Safety arrangements or misusing equipment provided.
	+ Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
	+ Reporting safety concerns to Headteacher or Senior Site Manager.
	+ Reporting any incident that has led, or could have led to damage or injury, electronic near miss reporting system is in place in the format of a Google Form.
	+ Assisting in investigations due to accidents, dangerous occurrences and or near-misses.

Staff have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with the Headteacher and the Senior Site Manager and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

##  Fire Safety Coordinator

The Headteacher and Senior Site Manager are the Fire Safety Coordinators and are the competent persons for fire safety on the premises. They have completed the Fire Safety risk assessor training course and will refresh this training every three years. The Fire Safety Coordinator is responsible for the local management and completion of day-to-day fire safety-related duties and upkeep of the Fire log book.

The Fire Safety Coordinators are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Manager and or the Health and Safety Advisor as required. Any concerns should be reported back to the H&S Monitoring Group and followed up with the Trust as required.

* The Fire Safety Co-ordinators have the responsibility for the Emergency Evacuation Procedures/plan and to disseminate that information to all staff.
* To carry out fire safety risk assessment review annually or sooner if there is a major change to buildings, and to prepare the fire safety plan. The Fire risk assessment is carried out by an external advisor at a frequency not exceeding 4 years or as the buildings use changes and a copy kept within the Fire logbook located within the Senior Site Managers office.
* The Fire safety co-ordinator will also conduct an internal Fire risk assessment review annually, ensuring any changes to practices or buildings use are noted and the risk assessment updated to reflect those changes. This internal review will be recorded within the Fire log book located within the Senior Site Managers office.
* To ensure that emergency evacuation drills are carried out on a termly basis and reports completed and then stored within the Fire logbook, the results of these drills will be discussed with staff through emails.

##  Health & Safety Advisor

Ray West Safety Solutions is the Health & Safety Advisor to the school and will advise and support all of the schools within the Wildern Academy Trust as required on all aspects of the Health and Safety. They will carry out formal audits of the sites on a frequency not exceeding biannually, these audits will be discussed with the Trust and School with recommendations being provided for improvements and any compliancy concerns.

## Legionella Competent Person

The Senior Site Manager is the nominated competent person for the prevention of Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They must complete a Legionella awareness course and all training records are to be retained. This training will be refreshed every three years.

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative and the Legionella written scheme. They will advise the Responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Trust Estates Manager, Headteacher and/or the Health & Safety Advisor as required. (See appendix A for a list of all trained staff)

## 2.15 Risk Assessment

General risk assessment management will be co-ordinated by the Senior Site Manager and the Deputy Head teacher and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

Within the school there is key staff who will be trained to conduct full and thorough risk assessments, the designated staff will work within their area of knowledge and seek advice from the Headteacher, Senior Site Manager or the Trust Estates Manager if they are unsure about any element within the risk assessment process.

* + Trained risk assessors will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.
	+ All risk assessments and associated control measures are to be approved by the Headteacher or Trust Estates Manager prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment’s review date as listed for review in the premises bring-up diary system.
	+ All risk assessments are located on the Google Health and Safety drive and all staff are made aware of this location at induction and reminder emails sent out through the year.
	+ All risk assessments unless stated will be reviewed at a frequency not exceeding every 3 years.
	+ Risk assessors will receive external refresher training every 3 years and annual awareness training, all training will be recorded on the bring up diary for the school.

## 2.16 COSHH Risk Assessment

General risk assessment management will be co-ordinated by the Senior Site Manager and the Deputy Head teacher and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

Within the school there is key staff who will be trained to conduct full and thorough risk assessments, the designated staff will work within their area of knowledge and seek advice from the Headteacher, Senior Site Manager or the Trust Estates Manager if they are unsure about any element within the risk assessment process.

* + Trained risk assessors will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.
	+ All risk assessments and associated control measures are to be approved by the Headteacher or Trust Estates Manager prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment’s review date as listed for review in the premises bring-up diary system.
	+ All risk assessments are located on the Google Health and Safety drive and all staff are made aware of this location at induction and reminder emails sent out through the year.
	+ All risk assessments unless stated will be reviewed at a frequency not exceeding every 3 years.
	+ Risk assessors will receive external refresher training every 3 years and annual awareness training, all training will be recorded on the bring up diary for the school.
	+ All chemicals requiring secure storage will be done so within their respective departments, these chemical stores will remain locked at all times

## 2.16 Site Management Trained Staff

The Senior Site Manager is the trained member of staff and is the competent person for the overall management of general premises facilities and acts on behalf of the Headteacher. They have attained the level 3 Facilities Management certificate. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher, Trust Estates Manager and or the Health and Safety advisor as required.

## 2.17 Asbestos Competent Person

The Senior Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. They must complete the asbestos management training course and all training records are to be retained.

Deer Park School was built in 2021 and contains no Asbestos materials on site.

## 2.18 Accident / Near-Miss Investigator

The on-site Accident / Near-Miss Investigator is the Headteacher and Senior Site Manager who will lead on all accident investigations in accordance with the Trust’s procedures. The Head of Central Services and Trust Estates Manager are also trained and available to deputise in the absence of the Headteacher. (See appendix A for a list of all trained staff)

Specific health and safety responsibilities of individual staff are as follows:

* Health and Safety Advisor (RW solutions Ltd) -The advice of the health and Safety Advisor is sought and purchased to advise the Headteacher and his representatives on health, safety and welfare.
* IT Network Manager - To provide a safe and secure internet system for students. To maintain and monitor the school’s IT systems in a safe manner. To monitor CCTV in association with the Senior Site Manager. To report any concerns to the Safety advisors.
* **Special Needs Co-ordinator -** To ensure that students with learning difficulties or physical disabilities are aware of the procedures to follow in case of fire and to ensure adequate staffing is in place to assist those students. PEEPs Personalised Emergency Evacuation Plans) are also managed by the SENCO in liaison with the Health and Safety Representative.
* **Offsite Activities Co-ordinator -** To ensure relevant risk assessments are carried out and using the contract set up with HCC. These procedures are then disseminated to staff and carried out for each and every trip.

## 2.19 PEEP (Personal Emergency Evacuation Plan) Manager

The SENCO is responsible for identifying and ensuring that PEEPS are undertaken for all children and adults where there is a requirement. They are responsible for managing the PEEPs for both adults and children, to ensure the appropriate staff are notified and that there is a provision in place for that adult or child. Any staff identified in a PEEP is not be able to undertake their Fire Marshal responsibilities whilst undertaking their duties identified within the PEEP. PEEPS are reviewed on an annual basis, or sooner if their condition changes or the need arises.

## 2.20 Senior Admin Assistant

The Senior Admin assistant role includes an array of duties to support the Headteacher and the school in its day to day operational needs, they will do by ensuring that:

As lead medical co-ordinator that all first aid stations are checked and stocked on a termly basis.

Completed all designated training as required.

First aid policy is kept up to date and the first aid needs assessment is reviewed on an annual basis.

## 2.21 Lead First Aider

The Senior Admin assistant in the school office is the Lead First Aider for the school and undertakes all checks outlined in the school first aid policy. (See appendix A for a list of all trained staff)

## 2.22 EVC’s – Education Visits Coordinator

All trips and visits are managed through Hampshire County Council’s Offsite Activities Management System (Evolve).

The roles of the EVC is:

* + To monitor out-of- school visits.
	+ To keep a log of local trips.
	+ To ensure leaders of trips are aware of, and comply with, Local Authority guidelines.
	+ To ensure that visits meet LA’s Health and Safety requirements including those of Risk Assessment.
	+ To provide systems to ensure that parents are fully informed of the full details of the educational visit.
	+ To keep records and reports of accidents and near accidents during visits.
	+ To approve visit requests through Hampshire County Councils Offsite Activities Management System**.**

## 2.23 Minibuses

The school does not have a minibus, it does however have use of the Trust Lite minibus. This bus is located at Wildern School and managed by the Site team, as part of the management the site team will ensure that:

* + A weekly pre-use check is carried out, this is recorded and kept in the Minibus folder with Wildern’s Senior Site Manager.
	+ Pre-use checks are carried out by all drivers and stored with the Senior Site Manager.
	+ Services and MOT’s are carried out on an annual basis and any repairs carried out as required.
	+ Section 19 permits are kept up to date and renewed every 5 years, permits will be sought for any additional minibuses.
	+ Safety inspections carried out by a competent mechanic and records held with the Senior Site Manager, any repairs identified will be carried out as required. Frequency will depend on the age of the minibuses, but these are pre-booked with Hendy Fords.
	+ All drivers will have their licenses checked on an annual basis to ensure they are entitled to drive the minibuses and any points will need to be declared as soon as the driver is aware.
	+ Any drivers that are required to transport students will have a MIDAS examination carried out by Wilderns MIDAS trainer, this will be refreshed at a frequency not exceeding 4 years.
	+ The minibus are cleaned regularly, with fluids and pressures checked on a weekly basis.

## 2.24 M&E Contractor

The school’s mechanical and engineering prime contractor currently not appointed but will be responsible for undertaking all servicing and regular maintenance of items across the school. This includes but not limited to;

* + Catering Equipment
	+ DT Equipment
	+ Lightning Protection
	+ Fume Cupboards & LEV
	+ Sewage Pump
	+ Auto Doors & Roller Shutters
	+ Lift Service
	+ Fire Alarm Service
	+ Intruder Alarm
	+ Access Control
	+ Boiler
	+ Science Gap Taps
	+ TMV Service
	+ Fire Hydrant
	+ Fan Convectors/Extract Fans
	+ Emergency Lighting
	+ Water Tank & Softener
	+ Air Conditioning
	+ Hot Water/Pumps Equipment

## 2.25 Sports Centre Manager & Deputy Manager

The Sports Centre Manager along with the support of the Deputy manager and Duty managers will be responsible for ensuring that during community use the building and grounds are managed in such a way as to ensure any activities and usage is carried out in a safe manner. They will do this by:

* + Ensuring the grounds are facilities are safe for use prior to any community users using the site.
	+ Reporting any defects/concerns to the Senior Site Manager using the job reporting system, unless there is any immediate danger.
	+ Ensuring all hirers have provided Rams and completed hirers agreements.
	+ Ensuring all Centre Risk assessments are current and complete being reviewed at a frequency not exceeding 3 years.
	+ All hazardous chemicals are managed and reviewed in line with the schools COSHH arrangements.
	+ There is appropriate first aid provisions in place.

## 2.26 H&S Diary & Drive Manager

The H&S diary and drive will be managed on a daily basis by the Senior Site Manager, this will include keeping it updated on a regular basis. Reviews of this diary will take place with the Headteacher and the Trust Estates Manager on a monthly basis.

## 2.27 Cleaning

The cleaning on the site is carried out by an external cleaning contractor, their supervision is overseen by the Senior Site Manager. The Senior Site Manager will ensure that whilst onsite the cleaning operatives follow the schools emergency procedures and works alongside the cleaning supervisor to ensure all operatives understand all school procedures and expectations.

The Senior Site Manager has monthly meetings with the cleaning contractors Area Manager to ensure that the operative’s performance is meeting expectations and KPI’s, any concerns will be recorded as part of the audit process and recorded by the cleaning contractor. These concerns will be addressed and reviewed through the client portal.

## 2.28 Security

The school uses an external Security company who provides arranged patrols, key holding responsibility and alarm monitoring and response. Following instruction from the Headteacher or the Trust Estates Manager the Senior Site Manager will liaise with the company director to make any changes to the contract requirements for the school.

## 2.29 Kitchen

The school kitchen is managed and run by school employed staff. Authority and procedures for local management of the main kitchen is the Head Chef. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

* + Only authorised staff will be allowed access to the school’s kitchen area.
	+ All catering staff are employed directly by Wildern Academy Trust. They must operate within the requirements of the Food Standards Act 1990 and Food Hygiene Regulations 2006 and follow the Food Standards Agency guidance.
	+ Wildern Academy Trust is responsible for delivering training to catering staff directly employed by them.
	+ All catering staff will hold a Level 2 or equivalent Food Hygiene Certificate and this will be refreshed at a frequency not exceeding 3 yearly, records of this are held by the Trusts Catering Manager.

## Arrangements

The following arrangements for health and safety have been developed in accordance with the Health & Safety at Work Act, 1999. These arrangements set out all the Health and Safety provisions for Deer Park School and are to be used alongside other current School procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable by the implementation of these arrangements and procedures.

## General arrangements can be summarised as follows:

* + - Providing and maintaining safe equipment and safe systems of work.
		- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles.
		- Providing adequate information, instruction, training, and supervision to ensure all personal are aware of their responsibilities and how to carry out their duties safely.
		- Providing safe places to work with safe access to and exit from those places.
		- Providing a healthy and safe working environment with adequate welfare facilities.
		- Providing a system for rapidly identifying and effectively dealing with hazards.
		- Implementing control measures to reduce risks.
		- Providing suitable personal protective equipment and clothing where hazardous conditions cannot be eliminated e.g. use of ear protectors when using ‘leaf collector’.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

## Accident/Incident or near miss reporting and investigation

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in school office.

Minor accidents to students are to be recorded in the minor bumps and grazes logs which are located in the following area:

* + - The school office (first aid room)

These logs are monitored half termly by the Health and Safety Co-ordinator in order to identify any common underlying causes so as to be able to implement appropriate measures to prevent reoccurrence. These findings are presented to the Headteacher and the Local Governing Body half termly and the Health and Safety Committee on a Termly basis. Records of this are minuted as part of the meeting.

The more serious student accidents will be recorded in the student accident book located in the admin office, any accidents that are notifiable to the HSE are to be initially discussed with the Head of Central Services who will if necessary seek further guidance from RW Safety Solutions. The Head of Central Services will report the accident/incident to the HSE’s online RIDDOR (F2508) reporting system. They will also report the accident/incident termly via the Headteacher to the Trust Board’s Health and Safety Committee.

All adult accidents whether they are staff, visitors or contractors will be recorded in the Adult Accident Book located in the admin office. Any accidents that are notifiable to the HSE are to be initially discussed with the Head of Central Services for the Trust who will if necessary seek further guidance from RW Safety Solutions. The Head of Central Services will report the accident/incident to the HSE’s online RIDDOR (F2508) reporting system. They will also report the accident/incident termly via the Headteacher to the Trust Board’s Health and Safety Committee.

All accidents and incidents (excluding minor bumps and grazes) are to be immediately reported to the Headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Headteacher will ensure that the Executive Headteacher and Trust Board are appropriately informed of all incidents of a serious nature.

All accident/incident reports will be monitored termly by the Trust Board’s Health and Safety Committee and analysed in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate all incidents. Incidents related to the user’s own organised activities are to be reported by them in line with their own reporting procedures.

All staff receive annual near-miss refresher training and have been actively encouraged to report near-misses using the schools near miss reporting system. The Health and Safety co-ordinator will report all near misses to the Headteacher on a termly basis. These findings will be fed back to the Trust Board Health and Safety Committee termly, all Committee meetings are minuted.

All staff receive annual Health and Safety training, this is provided by the Trust Estates Manager and Health and Safety advisor, all training is recorded using a google form. All information is provided through a short presentation at the start of the academic year and to all new starters through the year.

## 3.2.1 Administration and Management of Medicines

Arrangements regarding medicines are set out in the Management of Medicines Policy and Medical Conditions Policy.

## Asbestos Management

As a new build, there is no asbestos at Deer Park School.

However, Asbestos management on site is controlled by the Asbestos Competent Person. The asbestos register is located at the Main Office. It will be shown to all contractors who may need to carry out work on site if appropriate. Contractors must sign the register as evidence of reading it prior to being permitted to commence any work on site when required.

## Child Protection

Arrangements regarding child protection are set out in the Safeguarding Policy, applicable to all users of the school site including community provision.

## Community Users/Lettings/Extended Services

The Head teacher/Leisure Centre Manager/Senior Site Manager will ensure that:

* + - Third parties and other extended service users operate under hire agreements.
		- A risk assessment for the activity is completed using a Trust template and the Hirer provides their own
		- The premises are safe for use and is always inspected prior to, and after each use.
		- Means of general access and egress are safe for use by all users.
		- All provided equipment is safe for use.
		- Evacuation procedures for the Sports Centre are reviewed regularly with a practice twice a year (minimum and in conjunction with the school evacuation practice). In addition, a ‘dry run’ (no alarm sounding) drill is conducted annually to ensure that all community staff have an opportunity to trial evacuation procedures outside of the normal school day. Details are recorded accordingly.
		- Fire escape routes and transit areas are safe and clear of hazards.
		- Hirers/users are formally made aware of fire safety procedures and equipment.
		- Any defective equipment or hazards found by the hirer should immediately be reported to a member of staff as soon as possible.
		- There is always a first aider on site.
		- COSHH records are kept in the TBC office.
		- Safe working procedures, including updated guidelines, are implemented and kept on file. Copies are distributed to staff as appropriate and included in the Leisure Centre Handbook/NOP.
		- Any required PPE is identified and provided as required.
		- Emergency Action Plan is in place, known to staff and, where appropriate, community users.
		- Normal Operating Procedures and Emergency Action Plan are held in both TBC offices.
		- Community Staff have regular Health & Safety Training on a rolling process. Records to be kept by the TBC.
		- All potential hazards are reported to the Estates Manager. Minor maintenance problems are logged using the on-line reporting system.
		- Risk assessments must be completed by the Centre Manager, reviewed at least annually and shared with the appropriate staff.
		- Appropriate staff will be trained on risk assessment recommendations and safe practice in each area by the Leisure Centre Manger.
		- All accidents, injuries, diseases and dangerous occurrences are recorded, assessed and reported where appropriate.
		- Medical and first aid provisions are on site.
		- Defibrillators are available on site in the Sports Centre in and outside of the building and the medical room for use by certificated first aid trained staff.

## Contractors On Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments/method statements to be sighted to demonstrate their safe working practices for specific work being undertaken.

The Trust Estate Manager is responsible for ensuring that all external contractors have the correct documents in place, they will ensure that Rams, Insurance, DBS and if required CDM are sought and stored. All collected contractor information is stored on a Google form that all Headteachers and Site Managers have access to. This is reviewed for each contractor before any new works are started or at least annually.

The Senior Site Manager (or in their absence, the Head teacher/Reception Staff) are responsible for the induction of any contractors that arrive on site.

All contractors must report to main reception where they will be asked to:

* + - Sign in on the electronic visitors register.
		- Given a visitors badge.
		- Sign the asbestos register.
		- Contractors will be issued with a local contractor induction brief and leaflet that includes all relevant details of fire safety procedures & local safety arrangements.
* The Senior Site Manager will be responsible for the contractor and will escort them on site should the need arise.
* Contractors are not allowed to use school equipment.

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor’s work may directly affect staff and students on the premises.

## Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for design & technology, science, music, physical education, art, and drama as issued by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services**)** and HIAS (Hampshire Advisory and Inspection Services). Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

## Defect Reporting

An electronic defect reporting system is operated with the school whereby staff email the Deer Park Site helpdesk. Staff are made aware of the defect reporting system at induction and are actively encouraged to use it. Monthly health and safety reminder emails are sent to all staff reminding them of how to use the defect reporting system.

The Senior Site Manager reviews the identified defects within the Defect Reporting System and takes the appropriate action, documenting what action has been taken and the date. The Senior Site Manager then marks the defect as closed when resolved.

## Display Screen Equipment

All users must carry out periodic workstation assessments using the using the assigned Smart log training system. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years or when significant changes have been made to workstations including office moves. New members of staff will be automatically sent an Assessment link for completion as part of their induction process.

## Dogs on school grounds

Dogs are not permitted on school grounds with the exception of assistance dogs, other than recognised “assistance dogs” and dogs intended for educational purposes as part of structured lessons.

## Dress Code

The Trust’s full dress code arrangements are detailed in the staff handbook.

## Electrical Equipment

The Regulations requires that all portable electrical appliances i.e. those connected to the electricity supply with a plug, are maintained to prevent danger from electricity. Accepted "best practice" for this maintenance involves a combination of regular inspections and tests, both of which should be recorded.

The Headteacher will ensure that:

* Only authorised and competent persons are permitted to install or repair equipment.
* Where 13-amp sockets are in use, only one plug per socket is permitted.
* Equipment is not to be used if found to be defective in any way.
* Defective equipment is to be reported & immediately taken out of use until repaired.
* All portable electrical equipment will be inspected/tested at intervals of every year or once every other year (for IT equipment), or once every three years for equipment that is fixed,

e.g. wall fans and projectors.

* Equipment testing/inspection can only be carried out by a competent person.
* The Senior Site Manager will maintain a register of all portable electrical appliances and fixed electrical appliances and associated maintenance records.
* The Senior Site manager has been trained on the specific testers and software and this training is to be refreshed every 3 years without exception.
* Staff will be responsible for advising the Site Manager via the defects reporting system when they have new school equipment which will be used at school that needs be added to the register. The use of a 2/3-way adapter socket is not permitted and plug sockets covers are not permitted on site.
* Private electrical equipment is not to be brought onto the premises or used unless its use is approved and the item inspected by a suitably trained and competent assessor.
* Preventative maintenance of electrical equipment will be a combination of daily visual inspections of electrical equipment by its users as well as planned maintenance in the form of Portable Appliance Testing (PAT) and Fixed Appliance Testing (FAT), by the schools trained PAT Tester or appropriately qualified third party company; fixed appliance equipment will be tested on an bi-annual basis by a third part company.
* Staff must ensure all equipment is switched off at the plug prior to leaving their workplace.
* In all cases electrical tests carried out must be recorded and the equipment tested identified with a test label, which should show the date that the equipment was tested.
* Fixed wiring electrical testing to be undertaken a required every 5 years by a competent contractor.
* Any faults or defects identified during visual inspections should be recorded via the defect reporting system and that piece of equipment taken out of service until a competent repair has been undertaken.
	+ 1. **Electrical Implementation**

When new electrical appliances are obtained by the school, the details of the acquisition i.e. type, identification number, date of acquisition, place of use, etc. must be notified to the Senior Site Manager so that the asset register can be updated. The equipment will then be incorporated into the inspection and testing regime.

* + 1. **Electrical User Checks**

The Headteacher should ensure that all staff receive general advice on electrical safety, via training and also that they make regular user checks on the electrical equipment they use. Simple visual inspections should include:

* + - * Checking cables for breaks, wear or contamination
			* Checking the test label date is valid
			* Checking that the plugs are undamaged and that all external screws are tight
			* Check there is no use of 2/3-way adapter sockets or plug socket covers in use
			* Checking the fuse rating is correct on new equipment (this should be indicated on the outside of the plug) and should comply with the information in the manufacturers literature, *e.g.13-amp fuse must not be used on an item requiring a 3-amp fuse.*
			* On computing equipment check for excessive noise or heat generation.
			* ANY of the above should be reported to the Site Manager
		1. **Electrical Monitoring**

The Headteacher must ensure that there are procedures in place to check that the above requirements are being fully implemented within the school, this will be done using the Senior Site Manager to ensure on a day to day basis that Electrical equipment guidance is applied and followed by all staff. The Headteacher will meet on a monthly basis with the Senior Site Manager to run through all areas of the Health and Safety systems and concerns.

The Trust will monitor this annually through external audits, termly through the termly Health and Safety Committee meetings.

## Emergency Procedures

The School Emergency Plan details how the school will operate in an emergency, copies are held in the admin office in a locked cupboard and Headteacher Office. A copy can also be found on the Health and Safety Google Drive.

Evacuation for emergencies is to be carried out in accordance with the School’s Emergency Evacuation Procedure. Lock Downs will be carried out in accordance with the school’s Lock down Procedure and both Evacuation and Lock Downs will be drilled on a termly basis. The Headteacher or their representative will complete an observation report following the Lockdown/Evacuation will be retained by the Senior Site Manager for retention in the Fire Log Book. Findings from the report will be fed back to staff via email and/or briefings.

All staff will receive a brief on the Emergency Evacuation Procedure and Lock Down procedure at induction, copies will be available to all staff via the Staff Handbook Google Drive. Staff will be advised via email when either Emergency Evacuation Procedure or Lock Down Procedures are routinely reviewed and amendments are introduced. This will be annually.

If the Emergency Evacuation Procedure is activated, we will also contact the:

* Police
* Parents (where appropriate via email)
* Staff out on school trips or with students off site and also and member of staff planning to start work at the school
* Any visitors that have been scheduled for a visit to the school

## Footwear

Appropriate footwear must be worn at all times. Flip flops (open backed) and high heels must not be worn and feet must not be bare (unless the activity requires this) Flat shoes must be worn whilst working at height. The Trust’s full dress code arrangements are detailed in the Staff Handbook.

## Fire Safety

The Fire Safety Coordinators are the competent persons for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Fire Safety Co-ordinator will ensure that:

* + - All staff are to complete the mandatory fire safety awareness training annually as part of the Smartlog online system.
		- Fire safety procedures are readily available for all staff to read on the Staff Health and Safety Notice Board situated in the staff room and on the Google H&S drive.
		- Fire safety information is provided to all staff at induction and periodically thereafter.
		- Fire safety notices are posted in the key areas of the building close to the fire points.
		- Evacuation routes and assembly points are clearly identified.
		- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point and the reserve assembly point in the event of fire.
		- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
		- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with guidance and the premises fire safety manual.
		- The fire risk assessment is reviewed annually by the Fire Safety co-ordinator and amended as new hazards or required amendments are identified. **The Fire Risk Assessment is produced by an external, competent person or company and will be completed at regular intervals not exceeding four years. An annual review will take place by the Fire Safety Co-ordinator and this will be recorded within the Fire Log Book.**
		- Evacuation routes and assembly points are clearly identified.
		- Nominated staff are trained as fire marshals and will be required to attend training at intervals not exceeding three years and all training records are to be retained (all records held by the Trust Estates Manager)
		- Nominated staff are trained to operate fire extinguishers and will be required to attend training at intervals not exceeding three years and all training records are to be retained.
		- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They will also know the location of the assembly point in the event of fire.
		- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked “*flammable”*
		- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the Trust and British European Standards.
		- The Fire Safety Co-ordinators will be required to attend training at interval not exceed three years and all training records are to be retained.

The Fire Log book is held with the Senior Site Manager

## First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

The school completes a first aids needs assessment to ensure the first aid provision is ‘adequate and appropriate in the circumstances’, to ensure the school provides sufficient first aid equipment (first aid kits), facilities and personnel at all times. The Lead First Aider checks the equipment half-termly, all checks are recorded on the First aid Google drive section. The way this is assessed will be reviewed annually or following any significant changes that may affect first aid provision.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

## General Equipment

All general equipment requiring statutory / compliance inspection and/or testing on site *(e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus)* will be inspected by appropriate competent contractors such as the term contractor under local school arrangement.

Equipment not be used if found to be defective and is deemed to be unsafe. Defective equipment must be reported to the Senior Site Manager and immediately taken out of use until repairs can be carried out.

## Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions will be adhered to at all times:

* All corridors and passageways are kept free from obstruction.
* Shelves in storerooms and cupboards are stacked neatly and not overloaded.
* Floors are kept clean and dry, and free from slip and trip hazards.
* Emergency exits and fire doors are not obstructed in any way.
* Supplies are stored safely in their correct locations.
* Rubbish and litter are cleaned and removed at the end of each working day.
* Poor housekeeping or hygiene conditions are immediately reported.

## Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor and the product has been approved for safe use on site. The COSHH assessors acting on behalf of the Headteacher is the Senior Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so and then only using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in approved, secure stores. All stores must have on display the correct signage for items stored within it. When not in use these are to always remain locked.

Currently the Senior Site Manager has a Hazardous chemical storage cabinet in the external bin store e and Technology has a store within the Saw Room on the second floor. Only teaching/support staff may access the chemical store, students are not permitted to use them.

## Holiday periods

During holiday periods only, staff must sign in/out at the site office to ensure a record is kept of personnel on site should there be an emergency evacuation be necessary.

Staff must be aware of lone working procedures and arrangements when working alone during the holidays. This is available from the school office.

## Hot Drinks

No hot drinks can be carried in corridors, in classrooms or other areas occupied by students unless they are covered with an appropriate lid or in a flask with a secure lid.

## Inspections and Monitoring

Daily monitoring of the buildings and grounds through working routines and staff awareness is expected to identify general safety concerns and issues which should be immediately reported to the Senior Site Manager via the site help email or directly if it is deemed immediately dangerous.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department on a half termly basis.

Inspection findings are to be recorded on the locally adapted Classroom Checklist. This is recorded and checked centrally on an annual basis. Records are kept by the Senior Site Manager.

Routine documented inspections of the premises will be carried out half termly in accordance with the inspection schedule. The Senior Site Manager records this on the Bring up diary and any defects noted on the electronic job system and discussed with the Headteacher.

Defects identified during these routine documented inspections are to be immediately recorded on the electronic job system. Any identified high level risks or high level safety management concerns will be brought to the attention of the Headteacher & Health and Safety Governor, who will report to the Trustees and/or Local Governing Body as necessary.

Periodic detailed inspections of the premises’ safety management system will be carried out every year by The Health and Safety Governor. These documented inspections will examine all areas of the School’s Health and Safety policies and procedures, and are stored by the Clerk. Health and Safety is a standing item within the Headteacher’s Local Governing Body report and both health and safety issues and medical records are reported at the Health and Safety Monitoring group meeting.

The Trust Board will monitor Health and Safety at each school by undertaking the following:

* + - Have a nominated representative of each Local Governing Body who monitors Health and Safety arrangements at the School.
		- Health and Safety will be an agenda item at the H&S Monitoring group meetings, minutes of which are fed back to the Trust Board.
		- An annual Fire Safety Management Review will be undertaken by the Trust Estates Manager and reported to the Trust Board via the Health and Safety Monitoring Group.
		- An annual Health and Safety Management Review will be undertaken by the Trust Estates Manager which will include an Inspection of the Premises.
		- The Health and Safety Monitoring Group will review the data provided termly for all minor bump and grazes, incidents/accidents, near misses and violent incidents that have occurred in the previous term for any trends.
		- Review progress made to date against the Health and Safety Action Plan at least termly.

The Trust Board holds termly Health and Safety monitoring group meetings, during the meetings the Trust board will have a reported provided by the Trust Estates Manager providing a brief summary of the current standings at each school. These meetings are recorded and minuted and the agenda is supported from the prior meeting with any outstanding issues being addressed and recorded. These minutes are stored on the Google drive.

## Kitchens

The main kitchen area must only be used by authorised Kitchen staff in accordance with their identified safe working procedures. Authority and procedures for management of the main kitchen is controlled by the Kitchen Manager. Any person not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

All staff working in the kitchen are employed by the Academy Trust and are required to follow the same policies (including, but not limited to, safeguarding and child protection, first aid, emergency evacuation procedure and lock down procedure) as other school staff.

The Senior Site Manager will access the kitchen out of the normal operational hours to carry out; monthly legionella temperature checks; monthly emergency lights checks and monthly firefighting equipment checks.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are regularly monitored.

## Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the HSE approved code of practice ACOP L8 and the schools Legionella written Scheme. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Legionella checks are only to be carried out by legionella trained staff, who will attend training at intervals not exceeding three years and all training records are to be retained.

**There will be a comprehensive Legionella Risk Assessment completed by an externally approved company at least every four years unless there are any changes to the system or use and it will therefore be subject to review immediately.** The Legionella risk assessment is reviewed annually by the Senior Site Manager and amended as new details or required amendments are identified. The legionella written scheme with be subject to an annual review which will be carried out by the Legionella competent person and placed with the Legionella log book.

## Lone Working

All lone working is to be approved by the Headteacher prior to it taking place. It is to be carried out in accordance with the premises lone working risk assessment. The lone working arrangements for staff who may undertake lone working on this site are detailed in the Security and Lone Working Policy.

All lone working is to be carried out in accordance with school procedures which involve the lone worker contacting a member of his or her family to tell them that they have arrived safely and to advise them of their finish time.

* + - There is a lone working risk assessment.
		- All lone workers must carry a mobile phone at all times.
		- Members of staff are to sign in and out at one of the Inventry points.
		- Switch on lights in the corridor as you walk through the school (where there are no sensors).
		- Under no circumstances can a Lone Worker use potentially dangerous equipment, work with potentially dangerous substances or work at height**.**
		- Consider where your car is parked especially if leaving the premises after dark.
		- If you feel uncomfortable, please report this to a member of the Senior Leadership Team.

Any staff with medical conditions which could put themselves at risk by lone working are to discuss this with the Headteacher before lone working.

## Minibus

The Trust minibus is kept on the grounds of Wildern School and is maintained and monitored by the Site team, Wilderns Senior Site Manager holds overall responsibility for ensuring all tests and Inspections. Any member of staff that requires use of the minibuses will require a driving licence check and category check. In order to transport student’s staff must undertake the MIDAS training with the trainer at Wildern, records held with the trainer and on the Bring up diary. (see appendix A for a list of staff and their training)

In order to ensure compliancy, the buses are subject to:

* + - All of the minibuses are subject to Weekly checks carried out by the Site team and records held with the Senior Site manager for Wildern
		- Pre use staff checks
		- Yearly Mot and service
		- Section 19 permits
		- 6 weekly Safety inspections for Wildern’s minibuses and 10 weekly for the Trust Minibus
		- Minibus policy in place for the Trust board that applies to all of the schools within the trust.

## Moving and Handling

**All staff at Deer Park School must complete the basic moving and handling awareness training every year without exception**. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Senior Site Manager, Kitchen, PE, Science, IT and Drama Staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements. This will be refreshed every three years with an external suitable training provider.

The movement of students with the use of aids is only carried out by staff who are competent to do so, specific risk assessments are available on the Google drive and reviews should be carried out not exceeding 3 yearly. If any new methods are to be used in the recovery or movement of students and staff this is to be assessed and training provided dependent on findings of the assessment carried out. Assessments will be carried out by the Head teacher and Senior Site Manager.

## Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the schools Policy for Off-Site Activities and the Evolve Outdoor Education Service’s procedures and guidance.

## Personal Emergency Evacuation Plans (PEEPs)

PEEPs are managed by the SENCO who is responsible for ensuring PEEPS are completed, provided and exercised for any vulnerable persons (student, staff and stakeholders). This will ensure safe, assisted evacuation in the event of an emergency incident for all vulnerable persons.

If a child or adult requires a PEEP, a form is completed with the parent and/or adult. The SENCO is the responsible adult.

Templates are available on the Health and Safety Google Drive, all completed PEEPs are to be signed off by the Headteacher and a copy will be kept in the admin office by the Health and Safety Representative. The Headteacher will ensure that PEEPs are shared with all relevant staff.

## Physical Intervention

Arrangements regarding physical intervention are set out in the schools Physical Intervention Policy, this is available on the Google Health and Safety drive.

## Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. The Google Health and Safety drive is used to collate and share all of this.

These systems include;

* + - Health and Safety Notice Board located in the staff social room.
		- Monthly Health and Safety update emails.
		- Access to the Health and Safety Google Drive for all staff
		- As an item on staff meeting/staff briefing agendas.
		- Staff meetings
		- Minutes from meetings
		- Staff training
		- Induction training
		- Memos
		- Notes to Heads of Department or key staff
		- Briefing notices
		- Emails
		- Newsletter items

Local Health and Safety advice is available from the Trust Estates Manager, Headteacher, Head of Central Services and/or RW Safety Solutions can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the staff social room and Senior Site Managers office. These will be periodically checked by the Senior Site Manager to ensure they are in place and current.

## Risk Assessment

General Risk Assessment Management will be co-ordinated by the Headteacher and Senior Site Manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors on site are the Senior Site Manager and Deputy Headteacher, who will oversee the correct completion of Risk Assessments. Risk Assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work validated by a trained Risk Assessor.

The completed Risk Assessment forms can be found in the Health and Safety Google Drive folder as a word version.

Completed Risk Assessments are listed in the Risk Assessment Register (sheet within the H&S diary spreadsheet) and will be reviewed periodically in accordance with each Risk Assessment’s review date as listed for review in the premises H&S diary.

## Security

Arrangements regarding security are based on the premises security risk assessment and are incorporated in the Lone Working risk assessment and job descriptions. A Security Policy is in place. All staff are responsible for the security of their own areas and should seek advice from the Head teacher or Senior Site Manager if they have any concerns. An evening security patrol is also in place and supports the school with emergency response as required.

## Smoking

Smoking is not permitted on the premises including the use of e-cigarettes or any alternatives.

## Stress & Wellbeing

Deer Park School is committed to promoting high levels of health and wellbeing, recognising the importance of identifying and reducing workplace stress.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed.

On-site arrangements to monitor and reduce stress situations include:

* + - Provision of adequate supervision, information and training for all tasks undertaken
		- Performance assessment
		- Gaining feedback using one- to-one IPP sessions
		- Staff questionnaires.

## Supporting Students at School with Medical Conditions Policy

Arrangements regarding medicines are set out in the Supporting Students at School with Medical Conditions Policy.

## Traffic Management

Arrangements regarding on-site traffic safety are detailed in the School traffic Risk Assessment. Staff and visitors can park in the staff car park.

When parking on site:

* Vehicles must be parked within the marked bays
* Speed limit of 5mph is in operation
* Cycling on school site is prohibited

## Training

Health and safety induction training will be provided and recorded for all new staff and volunteers in accordance with the School’s Induction Checklist.

The Headteacher is responsible for ensuring that all staff and volunteers are provided with adequate information, instruction and training regarding their safety at work. A comprehensive health and safety training plan will be developed from this then maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

* Induction training regarding all the requirements of this Health & Safety Policy which will be sent electronically where possible followed by a discussion with the Health & Safety Representative regarding its contents and any other concerns. Once satisfied, a check sheet must be completed and signed before a staff identification badge is issued.
* Appropriate local training regarding risk assessments and safe working practices will be conducted through staff meetings and Continuing Professional Development (CPD) sessions.
* Updated training and information following any significant health and safety change.
* Specific training commensurate to their own role and activities through formal training courses or staff CPD sessions.
* Periodic refresher training that will not exceed an annual interval or as meets legal requirements.

Training records are held by the Trust Estates Manager who is responsible for:

* + Coordinating all health and safety training requirements.
	+ Maintaining the School’s health and safety training plan.
	+ Managing the planning of refresher training for all staff.

## Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at the Trust.

Staff must report any violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is totally confidential. Staff member requests a Violent Incident form from the Health and Safety Representative in the Admin Office who will number and log the details of this form. Once completed the member of staff filling in the Violent Incident form will record the information on CPOMS (The schools safeguarding reporting system). This form is then passed onto the Headteacher who will record the outcome.

## Visitors

All visitors must initially report to the Main Office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor’s badge and leaflet and required to sing in using the Inventry System.

## Work at Height

At Deer Park School general work at height will be undertaken in accordance with the on-site generic Risk Assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific Risk Assessment for that task.

The competent person for work at height on the premises who has attended training is the Senior Site Manager and they are authorised to:

* + - Use stepstools, stepladders and ladders in accordance with their training.
		- Provide step stool instructional training briefs to staff in accordance with Policy who have not been part of the annual refresher training process.
		- Carry out Termly inspections of all on-site ladders, stepladders and podium steps.
		- Remove equipment from use if defective or considered inappropriate for use.

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

* All Trust staff are required to undertake mandatory Working at Height awareness training using the Smartlog online training system, this will take place on an annual basis. Certificates are available through the online software.
* Any work to be carried out at height must be underpinned by a Risk Assessment.
	+ - Access equipment selected for work at height must be as per the Risk Assessment.
		- Any staff working at height must be appropriately trained to use the access equipment.
		- Staff are not to improvise or use alternative access methods of their own choice.
		- Use of any furniture, including tables and chairs, is forbidden for any work at height.
		- Staff may only use step stools if they have received a local instructional training brief or annual training.
		- Staff may only use step stools if they have received local annual training.
		- Staff may only use leaning ladders and stepladders if they have personally attended appropriate training at intervals not exceeding three years.
		- Any safety concerns about a work at height task must be raised prior to work starting.
		- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors.
		- Contractors working at height are to be appropriately supervised and must only use their own access equipment.
		- Students must never be asked to Work at Height.
		- All inspections are recorded.
		- Any roof works must be notified to the Senior Site Manager prior to any works commencing.
		- All ladder works must have a suitable risk assessment in place before to works commence.

All ladders and working at height equipment is formally inspected by a competent and trained member of staff on a termly basis, these records are held on the Google H&S drive. All mechanical aids are inspected on a monthly basis and are recorded on the Google drive, any faulty equipment is removed from use immediately.

## Student Welfare

Is managed by Assistant Head with responsibility for pastoral care, and is part of the pastoral system within the school.

**Linked Policies:** Behaviour Policy

Emergency Evacuation Procedure

 Fire Policy

First Aid Policy

Lock Down Policy

Minibus Policy

Offsite Activities Policy

Premises Management Policy Safeguarding Policy

Site Security and Lone Working Policy

Supporting Students at School with Medical Conditions Policy

Volunteer Policy

WAT Code of Conduct

# Appendix A

## Trust Board

Glenda Lane - Chair

Katie Griffin

Anthony Jardine

Glenda Lane

Marie-Lou Litton

Sarah Martin

Ruth Saw

Liam Thomas

Karen Wigley

Jonathan Williams

Jackie Partridge

**Members**

Joseph Cooil

Gwennan Harrison-Jones

Debbie Johnson

Alison Neasom

## Executive Head Teacher

Marie Lou Litton

## Head of Central Services

Hilary Manton

## Trust Estates Manager

Craig Twyman

## Local Governing Body

Marie Lou Litton
Rosemary Dawson-Edwards
Sally Wheeler
Jon Williams - Chair
Rachel Lucas

Lauren Walters

**Health and Safety Governor**

Not appointed yet.

**Responsible Manager**

Matthew Jones – Headteacher

**Senior Leadership team**

Tom Hastings

Lucy Dixon

**Senior Site Manager**

Neil Bygrave

## Legionella Manager

Matthew Jones

Neil Bygrave

**Risk Assessor**

Neil Bygrave

Tom Hastings

**COSHH Assessor**

Neil Bygrave

**Site Management Trained Staff**

Neil Bygrave

**Asbestos Competent Person**

Neil Bygrave

**Accident/Near-miss Investigator**

Matthew Jones

Neil Bygrave

**PEEP Manager**

Cheron Macdonald

**Senior Admin Assistant**

Naomi Holloway

**Lead First Aider**

Naomi Holloway

**EVC Co-ordinator**

Tom Hastings

**Sports Centre Manager**

Josh Shear

**Diary Manager**

Neil Bygrave

**Cleaning Contractor**

KGB Southwest LTD

**Security Provision**

Orion Safeguarding LTD

**Main Kitchen**

Sylvie Touagui