



Wolfdale School

Health and Safety

Policy documentation

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## Health & Safety Policy Statement

The Directors, Head of School, and members of staff at Wolfdale School acknowledge that health and safety plays an important part of our everyday business and that Health & Safety is everyone's responsibility.

The school will ensure so far as reasonably practicable the health, safety, and welfare at work of all employees.

To this end we will commit to:

- Ensure safe handling, storage, transportation and use of articles and substances.
- Provide information, instruction, training, and supervision for all employees and to ensure so far as is reasonably practicable that all employees are competent to do their tasks, and where appropriate to give them adequate training.
- Maintain an overall safe working environment, including access and egress to the school and provide adequate welfare facilities.
- Consult with our employees on matters affecting their health and safety.
- Consistent control of the health and safety risks arising from our work activities and prevent accidents and cases of work-related ill health.
- Ensuring risk assessments are completed and record all of the school's work activities which could constitute a significant risk to the health and safety of employees, students and others, mitigating against accidents and cases of work-related ill health.
- Promoting high standards and develop an overall positive health and safety culture within the school.
- Ensuring senior leaders have access to health and safety competent advice as stated in regulation 7 of the Management of Health and Safety at Work Regulations.
- Accept legal compliance as our minimum standard.

This policy will be reviewed at regular intervals or if there are any changes within the company.

G. Thompson  
Date: February 2023

T. Blanchard  
Review Date: February 2024

## **2.0 Health and Safety Organisation**

### **2.1 Introduction**

This document describes the organisation, organisational framework and general arrangements through which the Company intends to ensure that health and safety is incorporated in all its activities. All other company policies and procedures must be compatible with the principles laid down within this document.

An organisational diagram specific for health & safety purposes is attached at Appendix 1.

Health and Safety is part of the Safeguarding agenda.

### **Responsibilities & Accountability**

#### **2.2 The Schools' Directors**

Overall and final responsibility for health, safety and welfare at this site is that of the Schools Directors.

They are jointly responsible for complying with the law and ensuring the health, safety and welfare of the school's employees, and the health and safety of persons affected by the business & other activities under their control.

The School's Directors will ensure that:

- They set a good personal example and encourage and enforce health and safety throughout the school.
- Risk assessments are carried out for all appropriate activities & their findings are communicated to relevant persons.
- Make provision to ensure that funds are available and allocated for the continual improvement of the communities' health, safety performance.
- Suitable measures are taken to comply with the Health and Safety Legislation.
- The responsibility for health & safety issues are delegated appropriately and maintained during all work activities.
- Where required health and safety reports are available at management meetings.
- Ensure that where subcontractors are employed that they are conversant with the standards expected when working on behalf of Woldale School.
- Ensure that necessary training is organised so that all employees are able to carry out their jobs safely.

## 2.3 The Head of School

The Head of School is responsible for the day-to-day management of health and safety matters in the school in accordance with the Health and Safety policy and ensuring health and safety arrangements are carried out in practice by:

- Ensuring compliance with all aspects of health and safety legislation.
- Ensuring risk assessments are completed recording the school's work activities, including those off site, which could constitute a significant risk to the health and safety of employees, students, and others.
- Communicating relevant hazards & risk to all persons who may be affected by health & safety risks presented while at our premises.
- Conducting pro-active and reactive monitoring of health and safety matters and ensure action is taken to reduce risk.
- Ensuring health and safety audits are arranged and remedial action is undertaken.
- Managing and maintaining all relevant site-specific information (such as fire detection & warning systems, water treatment, etc).
- Ensuring that areas requiring statutory test and inspection are undertaken in good time within the statutory timescales and where remedial work is identified that these are communicated to the school's directors.
- Employing competent, qualified, and professionally registered contractors to work on the school site.
- Ensuring Directors' approval is sought prior to commencement of large-scale works' or projects.
- Ensuring the Health and Safety Policy is reviewed and updated annually.
- Developing the health and safety action plan annually.
- Seeking specialist advice on health and safety matters where appropriate.
- Creating and maintaining an up-to-date Emergency Plan / implementing formal arrangements for managing emergency situations following DfE guidance as detailed below:  
<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>
- Implementing procedures for the authorisation of school visits.
- Ensuring that access to areas is controlled where the risk of injury is higher i.e. roof, gas & electrical cupboards, etc.
- Organising & directing investigations as necessary & inform the schools directors of any such occurrence.

**In the absence of the Head of School, these responsibilities lie with their immediate Deputy.**

## **2.4 The School Manager / Health & Safety Coordinator**

The School Manager / Health & Safety Coordinator are to assist the Head of School in fulfilling their obligations and responsibilities by:

- Attending relevant health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters across the school assisting and advising the headteacher on the implementation of health and safety policy and arrangements.
- Ensuring statutory inspections and checks are arranged and undertaken in a timely manner.
- Maintaining health and safety documentation and associated records to ensure they remain up to date with current legislation for example, accurate records of site-specific information (such as fire detection & warning systems, water treatment, electrical testing etc).
- Carry out internal audit of health and safety routines and practice and respond to any remedial actions
- Assisting with workplace assessments, audits, investigations and risk assessments as necessary.
- Participating in any external audits of Health and Safety.
- Liaising with the school's provider of health and safety assistance.
- Leading Health and Safety induction training to new employees.
- Maintaining Health and Safety training records.
- Implementing a health and safety notice board and ensuring it is kept up to date.
- Ensure that first aid equipment & stock levels remain appropriate.
- Ensure that all management checks are conducted & recorded at the beginning & end of the working day.
- Ensuring emergency drills and procedures are carried out regularly and monitored for effectiveness
- Monitoring of contractors on site and conducting a formal, documented induction.



## 2.5 Employees

As a member of our school staff we expect you to play your part in ensuring a safe working environment by;

- Co-operate with their employers on health and safety matters
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Knowing and understanding the precautions that must be taken to eliminate or minimise any risk of injury or ill health to you or others.
- Carry out their work in accordance with training and instructions and engage with updates.
- Complying with current legislation and working safely to minimise the risk of injury and ill health to both yourself and others.
- Knowing and understanding the health and safety risks that affect you and other members of the school community.
- Knowing and understanding the precautions that must be taken to eliminate or minimise any risk of injury or ill health to you or others.
- Carrying out regular health and safety inspections of your work area and ensuring remedial action is taken.
- Routinely checking classrooms, work areas and equipment are safe.
- Only using equipment or machinery which you are competent to use or have been trained to use.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interest of safety or welfare.
- Ensuring safe working practice are followed as outlined in this policy and in risk assessments.
- Reporting all accidents, damage to property and vehicles and equipment to either the H&S Coordinator or the Head of School.
- Reporting any serious breaches in Health and Safety Policy to the Headteacher
- Knowing and understanding the actions must be taken in event of an emergency.

## **2.6 Students**

In accordance with the school's rules and health and safety procedures all students will:

- Comply with the school's health and safety rules and adhere to instructions given by members of staff, particularly in the case of an emergency.
- Students will not misuse equipment provided for the safety of themselves or others
- Inform staff of any health and safety issues which are a concern

## **2.7 Visitors**

All visitors will be expected to follow and adhere to the school's rules and procedures.

- Must take reasonable care of themselves and ensure that others are not affected by their acts or omissions
- Adhere to the school's agreed ways of working including policies, rules and procedures
- Follow the actions set out in the schools COVID risk assessment.
- All visitors must comply with the visitor's policy
- Curriculum visits will require a risk assessment to be completed ensuring the risk of radicalisation has been assessed.

## **2.8 Contractors**

All contractors must report to the school office on arrival to sign in and be informed by a member of staff of all relevant health and safety information.

All major works should be completed out of school hours or during the school holidays.

Whilst working on site at the school all contractors must adhere to the following:

- Prior to commencing with any works, all contractors will notify the school of any hazards that may arise from their work activities which may affect the day to day running of the school.
- Where the works consists of significant hazards, a permit to work must be issued to the contractor by the Head of School or The School Manager before they can start the work.
- Must adhere to the school's health and safety rules and procedures
- Must inform the school if there are any changes to their work that could create further hazards.

## 2.9 General Risks Presented When Working On Behalf Of Wolfdale School

General risk	Control measures
Vehicle movement.	Vehicle movement within our own car parks shall be kept to a minimum speed necessary to carry out the task.
Slips, trips, and falls.	<p>Where any slip, trip or fall risk is identified the area is to be made safe &amp; directional signage displayed until the area is safe to use.</p> <p>Where the risk is temporary i.e., during housekeeping /cleaning activities, appropriate signage is to be positioned &amp; the activity undertaken during less busy periods.</p>
Work at height.	Access to the roof of any property/premises is to be managed by the H&S coordinator or the Head of School.
Fire.	<p>All employees are to be informed of the necessary actions in the event of a fire on their entry/recruitment into the organisation.</p> <p>Due to the nature of the school's work, evacuation routines are to be practised at least termly at each site.</p> <p>Hot working of any nature is to be controlled by the H&amp;S Coordinator/Head of School.</p>
Visitors and contractor's activities.	All visitors & contractors are to be controlled during their time within the schools' premises by the H&S Coordinator/Head of School.
Members of staff using Display Screen Equipment/Visual Display Units	All members of staff who spend a considerable amount of time using a Visual Display Unit are to complete a DSE self-assessment questionnaire. Items identified during the self-assessment are to be reported to the H&S Coordinator in the first instance.

### **3.0 Arrangements Section**

#### **3.1 Co-ordination and Communication**

Senior members of staff in the school with special responsibility for health and safety matters:	School Manager (Health & Safety) – Laura Ellis Head of School – Sachin Dogra Director – Tony Blanchard Director – Gemma Thompson
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#### **3.2 Emergencies**

Senior members of staff with responsibility for the development, maintenance and implementation of emergency plan:	Director - Gemma Thompson Director – Tony Blanchard Head of School – Sachin Dogra
The emergency plan is located at:	Located on the server: E:\Wolfdale\Wolfdale\WOLFDAL E POLICIES

#### **3.3 Evacuation**

Person responsible for ensuring and supervising (where appropriate) controlled evacuation of people from the building or on site to a place of safety:	The majority of the school staff have attended training and are aware of the responsibilities within each role in the case of an emergency evacuation, these roles are allocated to staff members below on a daily basis.
Summoning of the emergency services:	Allocated Fire Marshal on site.
Ensuring a roll call is taken at the assembly point:	Allocated roll caller at each site.
That no-one attempts to re-enter the building until the all clear is given:	Allocated Fire Marshal on site.

**Note: The priorities are as follows:**

- **To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.**
- **To call the emergency services when appropriate.**
- **To safeguard the premises and equipment if this is possible without putting persons at risk.**

#### **3.4 Gas Services**

Boiler found at Victoria Road in the upstairs office.

Boiler found in the attic at Ratby site.

Boiler found in the outside cupboard and the staff toilet at the nook office.

The gas services to the premises are serviced annually.

There is no mains gas supply at Anstey, Markfield.

The Head of School/ H&S Coordinator is to ensure that the gas system is serviced annually by an appropriately qualified person.

#### **3.5 Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises will be	Head of School Company Directors
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determined by:	
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#### **4.0 Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 2013 (Riddor) Encompassing Accident Investigation**

##### **Introduction**

We understand that we have a duty to maintain a safe place of work and that this includes taking all necessary steps to prevent accidents and ill health to this end all injuries, illnesses or dangerous occurrences which take place at work, no matter how minor they may appear to be at the time, must be reported and recorded.

The Management of Health and Safety Regulations 1999  
The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

##### **In such circumstances:**

**The Head of School** is responsible for liaison between the school, the directors and insurance broker where required.

**The H&S Coordinator** is responsible for recording the accident, completing the initial accident investigations & where necessary obtaining any witness statements.

**Members of staff:** Must report any incident, accident or case of ill health, which may have been caused by a work activity in the first instance to a member of the administration team / School Manager.

**The H&S Coordinator** will investigate any accident/incident in which harm did actually occur or had the potential to occur.

- The accident must be recorded.
- The initial incident/accident form must be completed.
- All documentation must be collated relative to the incident this may include but not be limited to;
- Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.
- Photographs of the incident/accident site.
- Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.
- Dimensions/sizes of any relevant distances i.e. fall, drop or trip heights, distances/sizes of guarding failures, etc.
- Details of any Police, HSE/EHO officers involved.
- Where appropriate any previous maintenance records of plant and machinery.
- Details of any relevant training.
- Copies of any previously carried out risk assessment.
- Copies of any method statements, safe systems of work or safe working procedures being followed.
- Copies of any safety data sheets for any substances involved in the incident/accident.

**Directors:** Following the occurrence of an incident/accident the management team must meet to discuss the requirement of involving the school's broker/insurer.

### Reporting under RIDDOR

- A full listing of circumstances requiring a report to be made under the present RIDDOR requirements is available from [www.riddor.gov.uk](http://www.riddor.gov.uk).

All employees who witness an accident, incident or near miss or to whom one is reported **MUST** make an entry in the accident log as soon as possible after the event.

The following types of incident must be reported using the accident log:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

### Record Keeping

- Once all investigations are complete all relevant records are to be held within the employee's personal folder.
- All records generated as a consequence of the incident/accident must be retained indefinitely.

#### 4.1 Accident Reporting

Accident report book(s) are kept by the following people and located at:	All accidents are recorded on our online accident report on Databridge. All accidents must be reported to reception to admin team member who will input the accident to this system.
Person responsible for monitoring accidents, incidents, near misses to identify patterns and trends:	Head of School School Manager Health and Safety Coordinator
Person responsible for ensuring once all investigations are complete all relevant records are to be held within the employee's personal folder. All records generated as a consequence of the incident/accident must be retained indefinitely is:	School Manager Health and Safety Coordinator

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### 5 First Aid

The school health and safety team will:

- Maintain stock levels within the first aid equipment.

- Ensure that all accidents/incidents or near miss situations are recorded & investigated where necessary
- Inform the Head of School of any investigations.

Named first aiders are:	Laura Ellis Clodagh Bromley Michelle Boulter Sammy Upton Sam Smith Yvonne Ingham Angelina Joseph Russel Litchfield Tracey Warne Lewis Gibbens Casey Wooding Caroline Knight Harvey Blanchard Brian Stone Jack Palmer Dave York Sammy Blanchard Jack Palmer Caroline Knight Victoria Beach Demi Carr Demi Delaney Joe Buckler Alysha Egginton
A full list of trained first aiders is displayed at:	In the first aid rooms and reception areas are all sites.
Person responsible for ensuring first aid qualifications are maintained is:	HR Manager School Manager
Person responsible for ensuring first aid cover is provided on off site visits / out of school hours	Staff have been first aid trained in house, any staff members taking students off site have the responsibility of ensuring that a first aid kit is taken with them
First Aid Kits are kept:	Anstey: The main office, the main classroom, kitchen, inclusion office and offsite kits are supplied when required. Victoria Road: The first aid room, the kitchen, the upstairs office and off-site kits are supplied when required. Markfield: Workshop one, main office. Anstey Offices: Kitchen. Ratby: The first aid room and kitchen
Person responsible for ensuring first aid kits are fully stocked and maintained	All first aid kits will be regularly checked by the School Manager / Health and Safety Coordinator. All staff must also be responsible for maintaining stock levels and report to the school health and safety team if items need restocking within their individual first aid kits.

## **6 Hazard Identification and Control**

### **6.1 Risk Assessment**

- The school maintains a comprehensive set of the risk assessments which, cover curriculum-based activities in school, school visits and the day to day running of the school's premises.
- The schools risk assessments are available to all relevant persons and are located in Admin/WDS Risk Assessments and WoldaleStaff/Risk Assessments.
- Risk assessments are undertaken by appropriately qualified personnel in conjunction with relevant members of staff as required.
- The findings of the assessments will be reported to all relevant personnel.
- Any actions required to further reduce risk will be organised by the School Manager to ensure the actions are implemented and will check that the implemented actions have removed/reduced the perceived risk. Such actions will be communicated to the Head of School as necessary.
- Assessments will be reviewed in line with the review carried out on this policy document, when the work activity changes, or should an accident or incident occur. Risk assessments for activities such as off-site trips are to be reviewed each time the trip takes place.
- General guidance on risks presented during the course of our work is detailed below this is specifically included to inform all staff of the general risks associated with work within our school.

Person(s) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	All teachers will provide risk assessments for lesson specific activities. The Curriculum managers along with the school manager will oversee this and ensure all risk assessments are up to date & reviewed annually or if there are any changes. All other risk assessments will be carried out by the School Manager and overseen by the Head of School and Directors. Contractors are required to complete the School's risk assessment template prior to commencing with works.
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### **6.2 Pregnant And Young Workers**

An independent risk assessment shall be carried out when; Workers become pregnant or are deemed to be at risk due to their inexperience i.e. 16-18 years old (i.e. should the school be part of a work experience program).



### 6.3 Hazard Reporting and Follow Up

All employees, trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	All employees have a responsibility to ensure that a safe working environment is always maintained and are aware to report any hazards to the School Manager / Health and Safety Coordinator
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	School Manager Health and Safety Coordinator

### 6.4 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	School Manager Health and Safety Coordinator Maintenance
Defective furniture must be taken out of use immediately and reported to:	School Manager Health and Safety Coordinator
Person responsible for ordering repairs and maintenance:	School Manager Health and Safety Coordinator Maintenance

### 6.5 Slips, trips and falls

Where any slip, trip or fall risk is identified the area is to be made safe & directional signage displayed until the area is safe to use.

Where the risk is temporary i.e. during house-keeping /cleaning activities, appropriate signage is to be positioned & the activity undertaken during less busy periods.

Person responsible for making area safe when risk of slips, trips or falls are identified and arrange directional signage displayed until the area is safe to use.	All staff have the responsibility to carry out daily checks of their working area to ensure a safe working environment. All general areas are monitored by managers.
Where the risk is temporary i.e. during house-keeping /cleaning activities, appropriate signage is to be positioned & the activity undertaken during less busy periods.	The school has a supply of hazard warning signs readily available to display as and when required.

## 7 Information, Instruction and Training

### 7.1 Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / HSE / DfE	Head of School School Manager
Records of employees' signatures indicating that they have received and	E:\WolfDale Server\Admin\Staff Training Record\Training Attendance Sheets\Health

understood health and safety information is kept:	& Safety
The health and safety notice board is positioned at:	On entry to all sites.
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	School Manager Health and Safety Coordinator
The HSE Health and Safety Law Poster is displayed:	The Health and Safety Law Poster detailing points of contact and information sources is displayed within the main office at Anstey and reception at Victoria Road.
External advice is available from:	The Health and Safety Executive <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> Ellis Baker 07986 214 510

## 7.2 Health and Safety Training

A list of all Health and Safety training can be found in appendix 4.

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	School Manager
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- Health and Safety Policy (DfE / HSE / Local Authority)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	School Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	School Manager along with the HR Manager
Person responsible for reviewing the effectiveness of health and safety training:	Head of School School Manager

## 8 Premises

We understand that we have a duty to provide relevant training and information. To this end, unless you have been trained and are expressly authorised to enter/access areas of the school's premises, use specialist equipment you are forbidden to use such items or access such areas.

- We are committed to ensuring full compliance with appropriate statutory and regulatory standards as detailed in the gov guidance:

<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

## 8.1 Asbestos Containing Materials (ACM's)

Person with overall responsibility for managing asbestos:	Head of School
The asbestos register is kept at:	Within the site specific health and safety files. We also have a copy on the server which can be found: E:\WolfDale\Admin\Health & Safety\Asbestos
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	School Manager Health and Safety Coordinator
The disturbance procedure is displayed in a (staff only) area, at:	E:\WolfDale\Admin\Health & Safety\Asbestos\HSE Asbestos Esstentials
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	School Manager or Health and Safety Coordinator will contact a local contractor to attend and carry out the survey when required.
The LAMP is kept in:	Within the site specific health and safety files. We also have a copy on the server which can be found: E:\WolfDale\Admin\Health & Safety\Asbestos

## 8.2 Legionella

Person with overall responsibility for managing Legionella:	Head of School School Manager
The Legionella risk assessment is kept at:	E:\WolfDale\Admin\Health & Safety\Legionella\LRA Woldale - A hard copy is also kept in the individual site files
Person with responsibility for ensuring that remedial actions from the risk assessment are carried out:	Head of School School Manager
The water temperatures and other maintenance tasks associated with the water system are taken (weekly) and overseen by:	School Manager Health & Safety Coordinator
The flushing of little used outlets is carried out (school closure periods) by:	School Manager to allocate a person
The logbook is kept:	E:\WolfDale\Admin\Health & Safety\Legionella

Hot taps in student bathrooms will be between 43°C and 50°C to reduce the risk of scalding whilst also reducing risk of legionella. Kitchen and staff taps may be over 50°C to reduce the risk of legionella bacteria growth.  
Cold taps will be below 20°C to remain below the legionella growth threshold.

### 8.3 Fire

Person with overall responsibility for managing fire safety:	Head of School School Manager  All employees are to be informed of the necessary actions in the event of a fire on their entry/recruitment into the organisation.  Due to the nature of the school's work, evacuation routines are to be practised at least termly at each site.  Hot working of any nature is to be controlled by the School Manager/Head of School.
The fire risk assessment is kept at:	E:\WolfDale\Admin\Health & Safety\Fire
Person with responsibility for ensuring that remedial actions from the risk assessment are carried out:	Head of School
Person responsible for ensuring routine maintenance and servicing of fire safety equipment:	School Manager Health & Safety Coordinator
The log book is kept in:	Hard copies – kept in the files on site
Person responsible for ensuring routine checks on fire doors:	School Manager Health & Safety Coordinator Maintenance
Person responsible for ensuring fire evacuation procedures are displayed around school:	Health & Safety Coordinator School Manager
Fire Roles:	The majority of staff have received fire role training recently, those who have received the training are allocated as the fire roles at each site.
Person responsible for ensuring staff receive fire safety training:	School Manager Health & Safety Coordinator
Log of staff training is in:	E:\WolfDale\Admin\Health & Safety\Fire\Fire Safety Training
Person responsible for arranging fire drills is:	School Manager Health & Safety Coordinator  Due to the nature of the school's work evacuation routines are to be practised at least termly at each site.
Fire drill logs are kept in:	E:\WolfDale\Admin\Health & Safety\Fire\Fire Drills

## **9 Security**

A signing in and out system is in place at both sites, also in addition Woldale School uses an offsite location record which staff use to record when taking students offsite.

Restricted access is in place at both locations during the day, which is monitored by staff.

### **9.1 Premises**

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	We have individuals responsible for this during term time; Anstey – Sam Johnson or Ratby - Taylor Macmillan Victoria Road – Esther Cullen Markfield – Sirion Penfold However, all management staff and maintenance have keys and the authority to open either site if required or in absence of the above individuals.
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### **9.2 Visitors**

On arrival all visitors must report to:	The office to a member of the admin team
<b>Person (s) responsible checking</b> Proof of identity <b>for issuing:</b> Identification badge Relevant health and safety information- contractor induction for contractors Relevant Safeguarding information	All admin team In absence of the above individuals then a member of the management leadership team would be responsible.
Person responsible for ensuring that visitors sign in and out	Administration Team

### **9.3 Lone Working**

The Health and Safety Executive (HSE) defines lone workers as “those who work by themselves without close or direct supervision”. This means that staff who work unaccompanied for periods of time are classed as lone workers. In our setting, this can include staff who work by themselves in the following situations:

- making initial contact and assessment visits to pupils in their own homes
- working 1:1 with a pupil in the community or classroom
- transporting pupils between home and scheduled activities

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head of School
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The Head of School will:

- Carry out a risk assessment
- Put systems in place to ensure staff who work alone are safe
- Record all assessment and safety measures identified to alleviate risk
- Regularly evaluate the systems to ensure they are still valid

- Ensure that if a risk cannot be made safe, two workers carry out the task
- Ensure staff training takes place
- Know where lone workers are during the day
- Ensure lone workers are supervised regularly, even if this is carried out differently from workers who work together
- Ensure that the company is insured to cover lone working.

Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the organisation to protect them:

- Take reasonable care of their own and other people's safety
- Have an awareness of their surroundings and the possible threats to their personal safety when working alone
- Be involved in assessing risk and identifying safety measures
- Leave the working environment if there is an imminent danger to their safety or that of their pupil
- Undertake and follow training provided to ensure their safety
- Follow the organisation's policies and procedures set up to protect their safety
- Use equipment in accordance with the training given and not misuse it
- Tell the employer when safety measures are not adequate
- Tell the employer when they have encountered a 'near miss' or have identified additional risks to their safety that were previously unidentified
- Report to the employer any actual accidents or incidents that occur, using proper organisational procedure.

Our policy is to avoid Lone Working as far as possible by careful timetabling and scheduling shared use of resources, but this may not always be practical, especially in the area of pupil transport.

## **10 Contractors**

- Their responsibilities & actions should there be a need to evacuate the premises.
- Inform them of any additional works which may affect their working area.
- Any restrictions placed on them or their work areas.

### **10.1 Commissioning**

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	Directors
Person responsible for selecting contactors and vetting contractor's health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	School Manager Head of School
Responsibility for liaison and monitoring of contractors:	School Manager Head of School Administration Staff

## 10.2 Construction, Design and Management

Due to the size and nature of our premises, some works' and projects may require additional consideration under the present Construction, Design & Management Regulations.

The general criteria for these considerations & notifications must be followed when a construction project is expected to:

- Last longer than 30 working days
- have more than 20 workers working at the same time at any point on the project.
- Exceed 500 person days.

Additional information can be found at:

- <http://www.hse.gov.uk/construction/cdm/faq/notifications.htm>

Person(s) responsible for confirming to Directors requirement to notify the construction project:	Head of School School Manager
Person(s) responsible for ensuring notification:	Directors

## 10.3 Control of Contractors

Due to the size and nature of our premises we will control all contractors and their work activity while they are with us.

Person(s) to whom contractors report prior to commencement of work:	School Manager Administration team
Person(s) with responsibility for supervision / control of contractors:	School Manager Head of School
Person(s) to whom contractors report on completion of work:	School Manager Administration team
Person(s) responsible for ensuring contractors are aware of: Works which may affect their working area. Restrictions in placed Their responsibilities & actions should there be a need to evacuate the premises. Inform them of any additional work areas.	School Manager Health and Safety Coordinator
Person(s) responsible for ensuring receipt of: Contractors general risk assessment/method statement for their work activity. Contractor's insurance-appropriate to the work activity. Appropriate training and competency records:	School Manager Health and Safety Coordinator
Person(s) responsible for control of contractors when additional hazards have been identified: To include direct supervision (or where necessary via a permit to work).	School Manager Health and Safety Coordinator
Where a contractor is required to assist with	Head of School

an emergency break down or repair the work is to be controlled dynamically by:	School Manager
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## **11. Noise**

The school's general routine work does not breach either action level as defined by the present noise at work regulations.

Person(s) responsible for ensuring appropriate control measures are in place when equipment is likely to breach lower action level:	<p>Our general routine work does not breach either action level as defined by the present noise at work regulations.</p> <p>If hired in or contractors' equipment is likely to breach the lower action level the Maintenance worker is to ensure suitable control measures are made</p>
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## **12 Working at Height**

Access to the roof at any or of our premises is prohibited. Where work on the roof (or at height) is necessary, it is to be controlled by the H&S Coordinator of the Head of School.

Access to the roof of any property/premises is to be managed by:	School Manager Head of School
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Where the use of step ladders is deemed as necessary, the guidance below is to be followed:

When using step ladders;

- They should be spread to their fullest extent.
- Ensure they are properly levelled for stability and should be placed at right angles to they work whenever possible.
- Ensure they are set on a level surface.
- Work should never be carried out from the top platform nor should overhead work entail over-reaching.
- The top tread of a pair of steps, buckets or tool shelf should not be use for foot support unless there is an extension above the top to provide a handhold.
- Rear sections of steps should not be used for foot support.
- Only one person should use a step ladder at any one time.
- If steps are used in a doorway the door should be wedged open securely.
- Position the step ladders legs as far apart as the bracing bar allows.
- Check the step ladder is level before ascending.

## **13 Hazardous Substances**

The school's general work activities do not require the transportation, handling or storage of hazardous substances. We also try to ensure that general cleaning materials used on site present minimal harm to ourselves or the environment. However, if the situation alters, a risk assessment will be completed and relevant staff informed of the significant findings as detailed below:



Inventories of hazardous substances used in the school will be maintained by the following employees at the locations specified:

Maintenance	Maintenance worker
Cleaning	All Staff School Manager Health & Safety Coordinator
Catering	Vocational Manager
Other	School Manager/Health & Safety Coordinator
Copies of all the hazardous substances inventories are held centrally in:	Located on the server: E:\WolfDaleServer\Wolfdale Staff\COSHH
Person responsible for collating Material Safety Data Sheets (MSDS) and undertaking / updating the COSHH risk assessments:	School Manager Health & Safety Coordinator
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will be inspected and serviced by an appointed contractor:	School Manager Health and Safety Coordinator

### 13.1 Personal Protective Equipment (PPE)

Our general work activities do not necessitate the use of personal protective equipment. However, where a work activity identifies that additional PPE is required a task/activity risk assessment is to be completed.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	School Manager Health and Safety Coordinator
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### 13.2 COVID-19 Personal Protective Equipment (PPE)

Due to the current pandemic, the school ensures that there is a consistent stock of PPE for all staff members if/when required, this includes;  
Face masks, disposable gloves, disposable aprons and face shields.  
School Manager and Health and Safety Coordinator will maintain stock levels.

## 14 Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	School Manager Health and Safety Coordinator
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	School Manager or in their absence Head of School
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	School Manager Health and Safety Coordinator
Person(s) responsible for carrying out formal visual inspection and testing:	Qualified Persons Support Worker Maintenance worker

	Health and Safety Coordinator
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Head of School

Staff are not to alter, tamper with or carry out “in house” repairs to any electrical equipment.

### **15 Display Screen Equipment (DSE)**

Employees who are classified as users of display screen equipment will be entitled to an assessment of their workstations.

Name of Employee	Job Title
All members of staff that spend a significant amount of time using a VDU/DSE are to complete a self-assessment questionnaire	All staff that spend a significant amount of time using a VDU/DSE
Person responsible for implementing the requirements of the DSE risk assessment:	School Manager
It is the responsibility of each member of staff to report all instances of discomfort which could be attributed to DSE/VDU work to:	School Manager Head of School
An on-going review will be carried out in addition for new starters commencing employment by:	HR Manager School Manager
Each completed analysis is to be held and recorded on either hard copy within the health and safety paper system or held electronically on the companies' network by:	Each relevant staff member, this will then be reviewed by School Manager / Health & Safety Coordinator
We will reimburse DSE users the cost of their eye tests at frequencies decided upon by each individual's optician or medical practitioner. Employees should notify the:	School Manager HR Manager
Should corrective eye wear be required following the diagnosis of an optician we will contribute to the cost of a basic set of frames, the amount of reimbursement will be decided upon as each situation is identified by:	Directors

Wolfdale School will not pay any invoices for eye tests from any other company or organisation or if Vision Express is used and a staff member has not collected a voucher from the office beforehand.

### **16 Housekeeping and Waste**

We recognise that poor housekeeping is one of the most common causes of accidents in the workplace.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- Check that your workplace is free from hazards at the beginning of each day & following work by contractors.
- Put articles away immediately after use.
- Clear up any spillages, etc immediately.
- Do not place objects in or allow them to protrude into corridors/lobbies/walkways.
- Do not obstruct access to fire alarms, fire extinguishers or any other emergency equipment.
- Do not obstruct access to electrical switches or panels.
- Ensure that waste materials are deposited in the containers & areas provided & designated.
- Do not store articles or substances anywhere other than in designated storage areas.
- Ensure the workplace is tidy and that articles and substances have been put away at the end of each working day.

### **16.1 Cleaning Arrangements**

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	School Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	School Manager Head of School

### **16.2 Waste Management and Disposal**

Waste will be collected daily by:	Each staff member is responsible for their own working areas. Allocated staff members will ensure communal bins are emptied
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Management team
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Administration Team
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Waste is collected on a bi-weekly basis at each site.
Person responsible for the safe disposal of any hazardous substances or special waste:	School Manager Administration Team
Person responsible for ensuring the safe and appropriate disposal of any clinical waste:	Trained staff members

## **17 Inspections (External & Internal)**

### **17.1 Catering**

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	Session Leads Support Staff Vocational Manager
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Session Leads Vocational Manager
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	Session Leads Vocational Manager

### **17.2 Internal Health and Safety Inspections**

Person(s) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	School Manager and Health & Safety Coordinator complete regular site inspections.
Person responsible for ensuring follow up action on the report is completed:	School Manager / Health & Safety Coordinator

## **18 Manual Handling**

### **18.1 Manual handling of Objects**

Person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	All staff are issued
Person responsible for monitoring the safety of manual handling activities:	All pupils and staff must monitor their own safety in regard to manual handling activities and they must not lift beyond their own capabilities

## **19. Vehicles**

Vehicle movement within our own car parks shall be kept to a minimum speed necessary to carry out the task.

The companies procedure in regards to any maintenance issues with the school's vehicles is as follows;

- Issues are recording by staff on the vehicle mileage log book and then notified to the admin team
- Through the staff reporting issues a decision made immediately on appropriate use of vehicle
- Update to share to staff of any direct impacts on vehicles.
- The administration team will arrange for the vehicle to be booked into the garage
- When accessing garage support or amendments/fixing needed this to be written up by the garage and shared with all staff via email
- A log of vehicle issues raised and repairs carried out is saved on the server
- The vehicles are checked weekly which following the concern raised will now include a 'test drive

All company vehicles have a copy of the most recent MOT and Insurance details within the vehicle folders and keys which is taken offsite.

**A document stating the company insurance breakdown cover and contact number is also kept within the vehicle file that is taken offsite.**

**Should a member of staff experience a breakdown in a company vehicle then they must report this to the main office. They can contact the breakdown themselves or ask a member of the office to do this.**

<p>Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:</p> <p>They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.</p>	<p>Line managers / Head of School</p> <p>The admin team will ensure that licences are checked and that the school holds a copy of their insurance.</p>
<p>Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Directors</p>	<p>Administration team</p>
<p>Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard</p>	<p>Each staff member must complete a checklist as part of a daily process We then allocate a staff member at the end of every week to ensure that the vehicles are maintained and fuelled ready for the following week.</p>
<p>Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:</p>	<p>Administration team</p>

## **20 Transporting Pupils In Private Cars**

### **Statement**

It may be necessary on occasions for staff to use their own vehicles to transport pupils from the school to an external activity or on a school visit or trip. In such circumstances, school staff are not only responsible for driving the vehicle but also for maintaining the safety and well-being of the pupil.

### **Purpose**

To ensure all staff who transport pupils are clear about the risks that may arise (to staff, pupils, other passengers and other road users).

### **Scope**

This section is relevant to all staff who are required to use their private vehicles as part of their job role to transport children and young people as part of the school curriculum or on school visits or trips.

### **Other linked Policies/ Procedure**

- Safeguarding Policy
- Lone Working Policy
- Behaviour Policy

The Directors are responsible for ensuring that the policy is implemented, and the **Head of School is responsible for:**

- Ensuring that staff working unsupervised with young people meet the Disclosure and Barring Service (DBS) requirements.
- Ensuring that the member of staff is in possession of a full, United Kingdom or European Community, driver's licence. This must be checked regularly, at least on an annual basis.
- Ensuring that the member of staff has comprehensive motor insurance, which covers them for business use and the insurer is aware of the nature of the work; that the vehicle is properly taxed and has a valid MOT. Relevant documentation will be required to be produced and copies retained in staff files. This must be checked on an annual basis, as above
- Ensuring the member of staff is aware that should a pupil they are transporting sustain an injury as a result of an accident they may be liable to a claim, in the first instance normally against their insurer.
- Ensuring that suitable risk assessments are carried out.

**Members of staff are responsible for:**

Recording all individual pupil mileages and submitting them as monthly expense claims.

- Notifying Directors of any material change which could result in the suspension or revocation of their driver's licence or their ability to continue driving
- Checking that the vehicle is in good working order prior to any the journey to ensure own safety as well as others; and that it is regularly maintained
- Ensuring that all passengers are safely and securely seated (including child booster seats where necessary) and the appropriate risk assessments have been undertaken.
- Co-operating with monitoring and reporting procedures
- Having collected a work phone to ensure there is availability to make contact for support, emergencies and where required to report attendance
- Staff must record when leaving with students on the schools recording sheet identifying, destination and estimated time of return
- Staff must not transport students alone unless agreed with by school. Staff found to transport students outside of agreed times may be subject to disciplinary action
- Where practicable Male workers **MUST NOT** transport female students alone; a female co-worker/student must always be present – such instances may not be possible in an emergency.

**Risk Assessment**

It is essential that prior to any journey being undertaken in a private vehicle an appropriate risk assessment is undertaken, including a pupil behaviour risk assessment. If the risk assessment raises any concerns about this method of transport then either an additional adult member of staff should be considered, or in the absence of available adults' other alternative means of transporting the pupil should be arranged.

The risk assessment should also address "lone working" issues and ensure that there is a means of contacting help, support etc. in the event of an incident or accident.

**Vehicle Safety**

Members of staff need to ensure that the vehicle is suitable for the purpose of the transport, roadworthy and contains minimum safety features, including seat belts and head restraints. The vehicle to be used for transporting needs to be road worthy and should have a valid MOT certificate, if applicable, be taxed and insured with agreement for the member of staff

to carry pupils. The driver needs to also ensure that their insurance policy covers them for the use of their own car for work purposes and the insurer is aware of the nature of the work. Any vehicle that is deemed or suspected to be in an unsafe or illegal condition will not be used for work purposes, until all necessary repairs have been completed.

### **Passenger Safety**

It is every staff member's duty to take reasonable steps to ensure the health and safety of all passengers in the vehicle. When planning to transport students, staff need to ensure that the chosen vehicles have child restraints, which are suitable for the size/age of the child. It is important to also ensure that the parent/carer has signed a consent form including the consent to transport.

The vehicle being used needs to be fit for purpose e.g. not transporting wheelchair users unless the vehicle is suitable. Children and young people who use wheelchairs should not be transported unless the vehicle is suitable for securing wheelchairs, or the individual is able, and consents to, being removed from their wheelchair to be placed in a regular fixed seat.

### **Incidents**

All incidents that occur while people are being transported need to be reported to the Directors and recorded in our incident log. All staff involved or who witness an incident need to immediately report this to their line manager and complete an incident report form without delay.

## **21 Curriculum Area Responsibilities**

### **Vocational Studies**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Session Lead Vocational Manager
Person responsible for the tools and equipment inventory:	Session Lead
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	Session Lead / Support Staff
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Session Lead / Support Staff
Person responsible for risk assessments:	Session Lead Vocational Manager

### **Catering / Cooking**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Vocational Manager
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Session Leads / Management
Person(s) responsible for ensuring deep clean is carried out in food tech area	Vocational Manager
Person(s) responsible for instructing pupils in	Session Leads / Management

the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Food Tech Codes of Practice / Policy / risk assessments:	Vocational Manager

### **APE**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Session Lead
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Session Lead
Person responsible for PE Codes of Practice / risk assessments:	Session Lead

### **22 Employee Consultation**

Person(s) responsible for ensuring consultation with employees regarding H&S practice:	Member of staff/employee consultation shall be carried out as appropriate during management briefings held by either the Head of School or the H&S Coordinator.
Person(s) responsible for direction of staff in response to immediate concerns:	Items of immediate concern shall be directed to all members of staff by any member of the school's management team.
Person(s) responsible for reporting safety concerns to senior leaders:	All employees should report to either the School Manager or Head of School

### **23 Management Review**

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Directors Head of School School Manager
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	School Manager Health and Safety Coordinator Head of School

### **24 Medication and Allergies**

When students come on roll, parents/carers are asked to provide details of any medical conditions including medication required and allergies. These are recorded in individual student files on the server and on student files on Databridge.

Staff are made aware of any known allergies student's have and the measures to take to reduce the chance of exposure as well as actions to take in the event of an allergic reaction. Staff are trained in allergies and anaphylaxis including EpiPen training. Students with an EpiPen keep this with them at all times, ready for use in the event of an emergency. All are



advised to check the ingredients list and ensure any foods handled or eaten are suitable for the individual.

An allergies sheet is available in the main office at Anstey and on the server and details all student allergies and dietary requirements. There is also an allergies risk assessment to support this.

## **25.0 Safety Signs and Notices**

Various signs and notices may be displayed throughout our sites either permanently or on a temporary basis during contacted works. Aa brief explanation is made for each below, where each is displayed you must act appropriately in each case.

### **Prohibition (Must not)**



A sign prohibiting behaviour likely to increase or cause danger.

*A round sign with a white back ground and a red border/diagonal cross bar.*

### **Warning**



A sign giving a warning of a hazard or danger.

*Triangular with a yellow background, black border and black symbols.*

### **Mandatory (Must be done/worn)**



A sign prescribing specific behaviour.

*Round with a blue background and white symbol.*

### **Emergency Escape or First Aid Sign**



Is a sign giving information on emergency exits, first aid or rescue facilities (escape routes, etc).

*Square or oblong with white symbols on a green background.*

## **26 COVID-19**

Wolfdale School will follow the government guidance in order to operate in a COVID secure manner and to reduce the risk of the virus spreading. The school's COVID risk assessment is continually reviewed and updated in line with any changes.

### **Symptoms**

Staff or students showing any symptoms must not come into school and should follow the government guidance on testing and self-isolation. If a test is required, then they must self-isolate until the results come back confirming that they are negative.

If a child develops symptoms whilst at school, then they will be sat in a ventilated room until they can be collected. If any staff members develop symptoms, then they will be sent home immediately and advised to follow the government guidance. If any members of staff come into contact with a child showing symptoms, then they should wash their hands thoroughly for 20 seconds and all areas that the person with symptoms has been in should be wiped down with disinfectant.

Staff and students travelling abroad to countries with an imposed quarantine on return should notify the school and appropriately self-isolate.

Staff and students may have their temperature checked if there is any concern over illness or potential exposure.

### **Positive Test**

In the instance that a student or member of staff receives a positive test result, then the school will contact the Department for Education and Public Health England to advise an action plan which may result in full or partial closure of a building. The school may close to organise a deep clean across the site.

Students within key stage groups may have to isolate for 10 days. The whole school may need to close for 10 days. Staff may be advised to get a test and the school will assess whether they can return to work or whether they will have to continue to self-isolate.

### **Hygiene**

Staff and students must complete regular hand washing which includes washing hands with soap for a minimum of 20 seconds. This should be done at regular intervals including the start of the day, break time, lunch time and at the end of the day. All are encouraged not to touch their mouth, nose or eyes. There are sanitising stations available around the school for additional hand sanitising.

'Catch it, bin it, kill it' is encouraged for all staff and students to ensure good respiratory hygiene is maintained. Rooms should be ventilated by opening windows where possible and working areas are wiped down regularly, after each use and throughout the day.

Wolfdale School cannot guarantee that staff can remain 1 metre apart from each other within the working environment. However, it is recommended where possible that staff should keep their 1 metre distance.

Staff may need to remind students to wash their hands after use. If staff have any concerns, then they can ask students to sanitise or wash their hands on return to classroom.

All high touch areas will be cleaned on a regular basis by staff members who are responsible for cleaning their working areas and allocated staff will complete the cleaning process of areas across the school. All staff members should wipe down any shared items after each use.

### **Arrival and Departure**

Parents and taxis should wait in the vehicle with students until a member of staff collects them and allows them entry to the school.

### **Visitors**

Most visits will be planned and the risk assessment will be shared prior to the visit. Visitors must not attend if they are showing any signs of symptoms of COVID or have been exposed

to any potential high risk circumstances. Visitors must follow all control measures that are set in place. All visitors are advised to not wear masks due to the impact on students, however they may do so if they wish.

**Related Policies:**

Behaviour Policy  
 Administration of Medication Policy  
 First Aid Policy  
 Fire Risk Policy  
 Safeguarding Policy



**Policy owned by:**

**Name:** School Manager  
**Signature:** LE

**Revision Control:**

Revision Number	Page Number/s	Revision explanation	Date of change
	ALL	General format changed in line with school policies, typo's as well	6.3.2020
		Accident form removed from annex	6.3.2020
	13	Display Screen equipment – Vision Express and list mentioned	6.3.2020
	19	Security – new section	6.3.2020
		Appendix sections added to this document	6.3.2020
	19	Water temperatures- new section	10.3.2020
	19	Lone Working section added – previously a standalone policy	19.3.2020
	20	Transporting pupils in private cars – previously a standalone policy	19.3.2020
	23	Include measures regarding covid	05.10.2020
	5 - 31	Amendments to the Policy statement, Organisation section and Arrangements section	15.12.2020
	Appendix 4	Added Health & Safety Training	15.12.2020
	All	Review of policy and addition of allergies.	16.11.2021
	28	Review of Vehicles section including issues reported and breakdown	28.11.2022
	All	Review of whole policy – updated additional training dates from academic year 2021/22	12.2022
	All	Review of whole policy	Jan 2023

**Approved Sign off:**

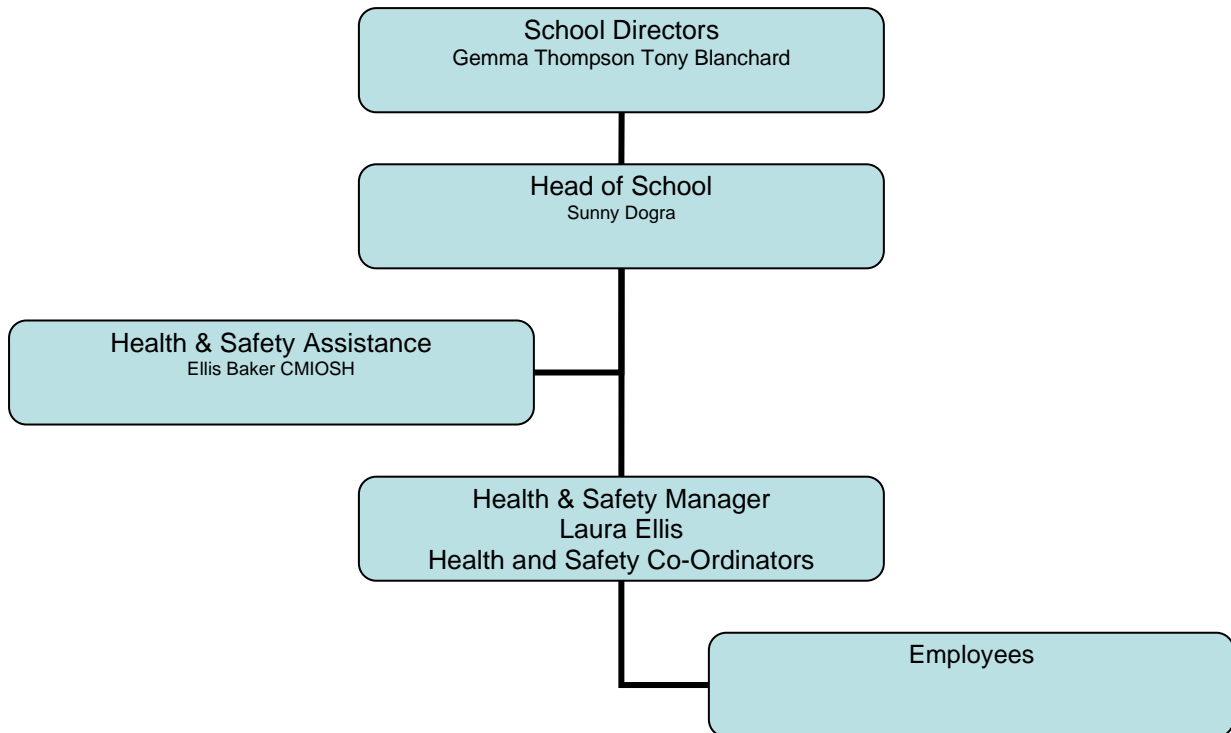
Sign needed by:	Name	Signed	Date
Head of School	Sachin D		Jan 2023
Director	Gemma T		Jan 2023

**Next Review Date:** Jan 2024

**Appendix 1**

**WOLFDAL SCHOOL**

Organisation structure for Health and Safety purposes



## **Appendix 2**

### GENERAL PERMIT TO WORK

1. PERMIT TITLE/NUMBER
2. JOB LOCATION
3. SPECIFIC PLANT/EQUIPMENT TO BE USED
4. JOB DESCRIPTION
5. HAZARDS IDENTIFIED (Both existing hazards and hazards introduced by the proposed work)
6. CONTROL MEASURES AND PRECAUTIONS
7. PROTECTIVE EQUIPMENT TO BE USED
8. AUTHORISATION (Confirming all isolations/precautions have been made)
9. DATE AND DURATION OF PERMIT
10. SHIFT HANDOVER PROCEDURE (If necessary and a new time duration specified)
11. CONTRACTORS ACCEPTANCE SIGNATURE
12. HANDBACK SIGNATURE
13. PERMIT CANCELLATION (certifying all work has been completed to satisfaction and all plant/machinery is operational)

**Appendix 3**

**Visual Display Unit (VDU) Risk Assessment**



<b>Name</b>	
<b>Job Title</b>	
<b>Do you normally wear glasses?</b>	Yes/No
<b>Number of hours per day spent on VDU?</b>	
<b>Do you Experience eye strain whilst using VDU?</b>	Yes/No

**Environment/Work Area**

<b>Are conditions suitable i.e: noise, temperature, lighting?</b>	Yes/No	Comments:
<b>Is there adequate space around the work station?</b>	Yes/No	Comments:
<b>Is the screen, keyboard or work surface subject to reflection and/or glare?</b>	Yes/No	Comments:

**Display Screen**

<b>Is image free from flicker and movement?</b>	Yes/No	Comments:
<b>Can brightness and contrast be adjusted?</b>	Yes/No	Comments:
<b>Can screen swivel and tilt?</b>	Yes/No	Comments:
<b>Can the screen height</b>	Yes/No	Comments:

<b>be adjusted?</b>		
<b>Can monitor be moved closer/further away?</b>	Yes/No	Comments:
<b>Screen settings: Is the text size comfortable to read?</b>	Yes/No	Comments:

**Keyboard/Mouse**

<b>Is it possible to find a comfortable keying position?</b>	Yes/No	Comments:
<b>Is there space to rest hands/wrists in front of keyboard?</b>	Yes/No	Comments:
<b>Are the keyboard characters easy to read?</b>	Yes/No	Comments:
<b>Is there room for comfortable mouse position and movement?</b>	Yes/No	Comments:

**Furniture**

<b>Is the work surface large enough for all the necessary equipment, papers etc?</b>	Yes/No	Comments:
<b>Is the chair suitable?</b>	Yes/No	Comments:
<b>Is the chair stable?</b>	Yes/No	Comments:
<b>Is the chair adjustable i.e. height, tilt and swivel?</b>	Yes/No	Comments:
<b>Is the chair on castors or glides?</b>	Yes/No	Comments:
<b>Is the small of your back supported by the chairs backrest?</b>	Yes/No	Comments:
<b>Are forearms horizontal and eyes at roughly the same height as the top</b>	Yes/No	Comments:



<b>of the VDU?</b>		
<b>Are feet flat on the floor without too much pressure from the seat on the back of the legs?</b>	Yes/No	Comments:

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**For office use only**

<b>Actions required</b>	
<b>Date actions completed</b>	
<b>Action completed by</b>	
<b>Job title</b>	
<b>Date</b>	

## Appendix 4

### Training Dates

10.01.2018	Fire Marshalling including Fire Extinguisher Practical	Admin & Head of School
07.01.2019	Biohazards	Whole School
27.08.2019	Biohazards Refresher	Whole School
28.08.2019	Fire Marshall Training	Teachers / Support Staff / H&S coordinators
21.10.2019	IOSH Working Safely	Health and Safety Coordinators
13.01.2020	General Health & Safety Briefing	Whole School
18.05.2020	Health & Safety Quiz	Whole School
08.06.2020	Accidents Email Refresher	Whole School
23.06.2020	Fire Safety at Anstey Email Refresher	Whole School
29.06.2020	Fire Safety at Victoria Road Email Refresher	Whole School
06.07.2020	Health and Safety Safeguarding Email Refresher	Whole School
25.08.2020	General Health & Safety Refresher	Whole School
25.08.2020	Risk Assessment Training	Managers / Session Leads / H&S coordinators
25.08.2020	COVID-19 Briefing	Whole School
02.09.2020	IOSH Leading Safely	Health and Safety Co-Ordinator
25.11.2020	Fire Role Training	Managers
27.11.2020	PAT Testing	Maintenance Staff
12.02.2021	First Aid Training Online	Whole School
12.02.2021	General Health & Safety Refresher	Support Staff
11.03.2021	COVID-19 Home Test Kits	Whole School
18.03.2021	COVID-19 General Training	Whole School
16.04.2021 19.04.2021	PAT Testing	Stephanie Lowe Joseph Buckler
17.06.2021	Emergency Plan	Whole School
June-August 2021	Online- Raising Awareness of Asbestos	Stephanie Lowe Laura Ellis
June-August 2021	Online- Raising Awareness of Legionella	Stephanie Lowe Laura Ellis
June-August 2021	Online- How to be an Effective Fire Warden	Stephanie Lowe Laura Ellis
June-August 2021	Online- Health and Safety in	Stephanie Lowe

	Education Staff Awareness	Laura Ellis
June-August 2021	Online- Health and Safety in Education Senior Leaders	Stephanie Lowe Laura Ellis
06.09.2021	H&S Induction	New Starters
30.09.2021	Kitchen Safety and Food Hygiene	Whole School
03.11.2021	H&S Induction	New Starters
04.11.2021	Fire Role Training	Managers
11.11.2021	Allergies and Anaphylaxis	Whole School
26.04.2022	H&S Induction	New Starters
27.04.2022	Food Hygiene	New Starters
24.08.2022	First Aid Training	Whole School
25.08.2022	Swim Test Training	Support Workers / Teachers
25.08.2022	Fire Role Training	Whole School
05.10.2022	PAT Testing	Brad T - Maintenance