

DOVE HOUSE SCHOOL ACADEMY TRUST

Health and Safety Policy

Policy Title		Health and Safety Policy			
Author / Reviewer		Finance & Resources Director / Health & Safety Co-Ordinator/Governance Lead			
Trustee Committee		Board of Trustees			
Signed by Lisa Goodall (Chair)					
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STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students, visitors and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate as necessary with partner organisations, contractors, sub-contractors and all relevant public bodies in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety and welfare.
- Provide and maintain safe systems, equipment and machinery.
- Ensure safe handling, storage and use of substances under Control of Substances Hazardous to Health (COSHH).
- Provide appropriate information, instruction and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assess risks, record significant findings and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement, to amend or improve arrangements.

- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.
- To ensure safe access and egress and working environment.
- To ensure safeguarding policies adhered to all times.

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.

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Dove House School Academy is held by the Trust Board who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Regularly monitor and review local health and safety arrangements

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
- 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
- Delegate tasks to appropriately trained staff
- Report to the Board of Trustees on Health & Safety matters within the termly Headteacher report
- Oversee the production, monitoring and review of all local safety policies and procedure
- Report all reportable incidents, in accordance with RIDDOR, including certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Finance & Resources Director

The Finance & Resources Director, receives appropriate Health and Safety training and is responsible for monitoring and reviewing all health and safety duties, policies and procedures on behalf of and under the direction of the Responsible Manager, including:

- Termly/Monthly/half termly checks of all health and safety documentation and procedures carried out within that period.
- Accompanying the Site Manager and Health & Safety Co-ordinator, at least once a term to complete on-site inspections

- Supporting the Responsible Manager in reporting to the Board of Trustees and/or Finance, Resources & Audit Committee about all Health and Safety related matters
- Overseeing the production and review of risk assessments

Site Manager

The 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.

The Site Manager is the school's asbestos competent person, legionella competent person and Fire Safety Co-ordinator.

They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.

They are to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager, Finance and Resources Director and/or outside agencies as required.

On-Site Health & Safety Co-ordinator

The on-site Health & Safety Co-ordinator will manage, advise and co-ordinate local safety matters on behalf of the Finance and Resources Director under the direction of the Responsible Manager. They are to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager, Finance and Resources Director and/or outside agencies, as required. Their duties include:

- Preparing health and safety strategies and developing internal policy.
- Carrying out risk assessments, considering how risks could be reduced and implementing control measures.
- Outlining safe operational procedures which identify and take account of all relevant hazards.
- Regularly reviewing risk assessments
- Carrying out regular site inspections to check policies and procedures are being properly implemented.
- Promoting health and safety and safe working practices across the school by planning practical and effective methods, both preventative and remedial
- Ensuring all staff receive Health and Safety training relevant to their role on induction and that such training is refreshed/provided as required.
- Implementing agreed changes to working practices that are safe and comply with legislation.

Health & Safety Link Trustee

The link trustee's role is to take the lead on the Board's health and safety responsibilities. The role is strategic and the trustee will not carry out any health and safety checks or inspections themselves, but will ensure appropriate management is in place through the implementation of effective policies, procedures and safe systems of work. They will:

- Ensure the school meet their statutory duty to ensure health and safety is well managed for the benefit of children and other stakeholders.
- Monitor and review health and safety arrangements in the school.
- Meet regularly with designated staff to ensure that the school is managing the significant risks.
- Ensure that the school has a longer-term health and safety budget to avoid only addressing health and safety issues as and when they arise.
- Regularly report to the Trust Board on health & safety matters to provide assurance.

All Staff (including volunteers)

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:

- Being aware of and supporting the school's health and safety arrangements
- Liaising with the Health & Safety Co-ordinator to ensure all activities are risk assessed and control measures implemented
- Ensuring their own work area and practices remain safe at all times
- Monitoring and inspecting their own areas of responsibility
- Taking prompt remedial action, where necessary, to control risk
- Not interfering with health and safety arrangements or misusing equipment
- 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 the Health & Safety Co-ordinator or Responsible Manager
- Reporting any incident that has led, or could have led to damage or injury to the Health & Safety Co-ordinator or Responsible Manager
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Accident & Incident Investigator

The trained accident & incident investigators on site are the Responsible Manager and the Health & Safety Co-ordinator. They will carry out accident & incident investigations in accordance with school procedures and RIDDOR, where appropriate. Where reviews and improvements are recommended, they will be acted upon immediately.

Health & Safety Adviser

The school secures the services of a named, dedicated and professional Health and Safety Adviser to provide on-site support and advice to the school, guiding and

prioritising an effective and efficient safety management system in support of the Health and Safety Policy.

The school's Health & Safety advisor will complete a Health and Safety audit of the school that will help to identify the strengths and areas for improvement of the school's existing arrangements. The adviser will continue to work closely with the school to plan, develop and implement the Health and Safety policy and identified improvements.

The Health & Safety Advisor will act as the competent person to help ensure the school meets its' health and safety duties.

Dove House School Academy have appointed RW Safety Solutions to act as their Health & Safety Adviser.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Dove House School Academy 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, and by all staff taking a pro-active approach to health & safety throughout the school but especially in their own areas of activity.

Accident/Incident/Near Miss Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with school policy requirements.

Any near miss, accident, incident or injury whether involving staff, visitors or contractors is to be reported and recorded in the relevant Report Book held in the Medical Office at the main school site and the Main Office at Post 16 site.

Near Misses are reported on the Near Miss Log spreadsheet on the system, which can be found on T:Defect_Near_Miss_Reporting\Near_Miss_spreadsheet. Near Misses are checked on a regular basis, however, for quick preventative measures to be carried out staff should highlight the near miss with the H&S Co-ordinator or Site Manager.

Minor accidents to students and staff are to be recorded in the Accident Report Book located in the Medical Office at the main school site and the Main Office at Post 16 site.

Accidents involving students or staff considered to be of a more serious nature are to be recorded on a [School Accident Internal Report Form](#) which is to be retained on file in Medical Office.

All significant accidents, incidents and near misses are to be reported to the Responsible Manager.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported via <https://www.hse.gov.uk/riddor/report.htm>. A copy or any report made is to be retained in the Medical office.

All accident/incident reports will be monitored by the Health & Safety Co-ordinator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

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 [Accident Investigation Report form](#) is to be used for the recording/reporting of investigations. The Responsible Manager will ensure that the Trust Board is appropriately informed of all incidents of a serious nature.

Administration of Medicines

Arrangements regarding medicines are set out in the school's Administration of Medicines Policy

After School On-Site (school managed) Activities

The member of staff responsible for the activity will ensure that:

- They liaise with the Health & Safety Co-ordinator to ensure a risk assessment is completed for the activity. Risk assessments have been completed for Sports Hall, changing rooms & sports workplaces, astro turf, field & play courts, changing rooms and walking to workspace, and fitness gym.
- the premises are safe for use and are 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
- fire escape routes and transit areas are safe and clear of hazards
- adequate lighting is provided

Asbestos (main school site)

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary

competence to enable asbestos to be managed safely. The Site Manager will complete asbestos awareness training annually.

A record of the location of asbestos that has been found on the school site is kept in the Asbestos Register. The Asbestos Register is located at reception.

The Site Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers; ensure that appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with the school's requirements.

The Site Manager will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises users.

The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or external agencies as required.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

The Asbestos Register is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Responsible Manager and/or Site Manager.

Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRS in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Site Manager before any work is carried out.

Any asbestos removal will be carried out by a licensed contractor.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager and/or the Site Manager who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance.

Child Protection

Arrangements regarding child protection are set out in the school's Child Protection Policy.

Contractors on Site

Contractors are often used for contractual work on the premises. 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. The [Safe Selection of Contractors Checklist](#) is to be used to determine competence of

contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken. Refer to Tendering Policy and Child Protection and Safeguarding Policies for further requirements.

All contractors must report to reception where they will be asked to sign the visitors' book and asbestos register, and will be directed to the appropriate person (usually the Site Manager). All contractors must follow the normal procedures for Visitors (see Visitors) and issued the [Contractor Induction Brief](#) a copy of which is to be signed and handed to the Site Manager for retention. This is to ensure that all contractors once on site are aware of their responsibilities to the school and to provide the school with confirmation that it has made the contractor aware of the usual procedures for visitors regarding fire procedures etc.

Host staff (usually the Site Manager) is 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. At no time is any contractor to be left unattended in an enclosed area with a student(s) e.g. toilets, changing areas, classrooms etc. If there is any doubt, then the contractor is to be supervised. Risk Assessment with appropriate controls to be carried out on any identified conflicting tasks, by the Site Manager

Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the trained COSHH assessor. The COSHH assessor, acting on behalf of the Responsible Manager, is the Site Manager.

Relevant COSHH risk assessments are circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

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 by the Responsible Manager. COSHH assessments at

Post 16 are held in the Main office. COSHH assessments at the Main School site are held on file with the Health & Safety Co-ordinator.

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 when using the safe working practices and protective equipment identified in the COSHH assessment. The use and handling of hazardous substances is reduced to as low as reasonably practicable.

All identified hazardous materials have adequate controls and PPE is supplied by the school.

All hazardous products are kept in their original containers with clear labelling and product information. All hazardous substances are to be stored in accordance with instructions on the product label/COSHH risk assessment in the secure and signed storage when not in use. Identified chemical stores are in the science classroom, cleaner's cupboards and resistant materials classroom. These are to remain locked at all times.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Faculty and subject teachers. The advice of the Health & Safety Co-ordinator must be sought to support the risk assessment process. Appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and relevant regulatory bodies must be used. Heads of Faculty and the appropriate subject teachers are 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.

Display Screen Equipment (DSE)

All staff who use computers (PCs, laptops, tablets and smartphones) daily as a significant part of their normal work (DSE users) must complete the display screen equipment e-learning course annually. Significant is continuous or near continuous spells of an hour or more at a time. All DSE users must carry out periodic workstation assessment using [DSE Workstation Assessment Form](#). An assessment should be done when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing

workstation (or the way it is used). Assessments should be repeated if there is any reason to suspect they may no longer be valid – for example, if users start complaining of pain or discomfort. Findings are to be advised to the appropriate line manager and routinely reviewed at intervals not exceeding three years. The appropriate line manager, together with the Health & Safety Co-ordinator, will ensure that any reasonable adjustments/requirements identified by the Workstation Assessment are implemented.

Staff identified as DSE users are entitled to an eyesight test.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Any defective or suspected defective equipment, systems of work, fittings etc. must be taken out of use, reported to the Site Manager and attended to as soon as possible.

All staff must advise the Site Manager of any new electrical equipment in order that it can be added to future Portable Appliance Testing (PAT) testing schedules.

Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested by the Site Manager.

The Responsible Manager will delegate the following tasks to the Site Manager who will ensure that:

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Defective equipment reported to the Site Manager is immediately taken out of use until repaired.
- All portable electrical equipment will be inspected and/or tested in accordance with the category rating of the item.
- Equipment testing and inspection can only be carried out by a competent person.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- All isolators switches are clearly marked to identify their machine.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.

Emergency Procedures

General emergency evacuation is to be carried out in accordance with the relevant school emergency evacuation plan. The main school site and Post 16 have their own emergency evacuation procedures.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. These will be completed by the Health and Safety Co-ordinator. Copies of PEEPs are held in the Fire Box in the Medical Room on the main site and in the Main Office at Post 16.

Emergency Lockdown procedures are to be carried out in accordance with the school Lockdown Procedures for the main school site are contained in the Fire Safety Management plan. Lockdown procedures for Post 16 are stored in the Main Office.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Site Manager is the fire safety Co-ordinator, the competent person for fire safety on the premises, who, on behalf of the Responsible Manager is the immediate point of contact for all fire safety related enquiries on site.

The Site Manager will attend the fire safety Co-ordinator training course and refresh this training every three years. The Site Manager is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the Fire Safety Manual.

The Site Manager will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or external agencies as required.

The Responsible Manager will ensure, through the Site Manager, that:

- All staff complete Essential Health & Safety e-learning, which includes Fire Awareness, on induction and refreshed annually.
- Fire safety procedures are readily available for all staff to read.
- 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, emergency exits and assembly points are clearly identified by safety signs and notices.

- 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 in the event of fire.
- Adequate Fire Extinguishers are provided throughout the site and inspected and maintained annually.
- Flammable liquids are stored safely in accordance with COSHH regulations.
- 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 that are marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the premises fire safety manual/fire risk assessment.
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified.
- Dove House School Academy is a no smoking site and there are no designated smoking areas on the site.
- The building complies with current fire legislation.
- Emergency evacuations are practised at least once a term.
- Fire alarm testing will take place once a week
- All staff and students are made aware of any new fire risks

In the event of a fire:

- The alarm (a loud continuous bell) will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by trained staff only (Fire Marshals/Wardens), and only if confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point on the school field
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A register of staff and visitors will be taken and checked against the staff list and visitors book for that day
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. These will be completed by the Health and Safety Co-ordinator and a copy stored in the Fire Box in the medical room.

Fire/Emergency Evacuation procedures at the Post 16 site are maintained and managed by Hampshire County Council.

First Aid

Arrangements regarding first aid provision are set out in the school's First Aid Policy and the Administration of Medicines Policy.

The names and locations of the first aid trained staff on site are clearly signposted around the school.

Eyewash station and first aid boxes are present around the school. Termly checks are made by the Admin & Welfare Officer and records of checks are kept.

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.

There are 7 members of staff with full first aid training (3 day). Several other members of staff have received Emergency First Aid or School First Aid training. The Health & safety Co-ordinator is responsible for ensuring that first aid training is renewed as required.

General Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. All general equipment requiring statutory 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 and organised by the Site Manager. .

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager and immediately taken out of use until repairs can be carried out. Playground Equipment is to be inspected daily by the Site Manager on a visual/dynamic assessment basis as well as monthly recorded inspections carried out.

Basketball posts anchorage checked weekly by the Site Manager and recorded.

All inspection documents are held on file by the Site Manager. The Responsible Manager will check that inspections are undertaken in accordance with this policy.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to 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

- All staff are responsible for keeping their work areas free from hazards.

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Hot Surfaces and Hot Water

No staff member shall carry hot drinks around the school without a suitable cover/lid. All staff are made aware of our Hot Surfaces and Hot Water Risk Assessment.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises [defect book](#) (T:\Defect_Near Miss Reporting\Defect and job reporting and reported to the Site Manager. It is the Site Manager's responsibility on a daily basis to have an overview of the site and all buildings from a Health & Safety perspective, anticipating and dealing with hazards which are predictable (e.g. in winter slippery paths from wet leaves or ice).

Routine documented inspections of the premises will be carried out by the Site Manager every 2 months in accordance with the premises inspection schedule. Inspection findings are to be recorded on [Bi-Monthly Premises Safety Inspection Checklist](#).

Defects identified during these routine documented inspections are to be immediately reported to the Finance and Resources Director or Responsible Manager. Any identified high-level risks or safety management concerns are reported to the Responsible Manager and Health & Safety Co-ordinator for immediate action.

Annual detailed inspections are carried out by the Site Manager and Responsible Manager. These documented inspections will examine all areas of the safety management system and will be carried out using Annual Health & Safety Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is with the Catering Services contractor. 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. The Site

Manager is authorised to access the main school kitchen in order to complete certain H & S procedures / checks (fire manual, legionella checks, inspections) and for general maintenance purposes.

Legionella

Legionella management on the main school site is controlled by the Legionella competent person who is responsible for ensuring that the identified operational controls are conducted and recorded in accordance with the Legionella management logbook.

Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes in the Legionella management logbook

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. The Site Manager will complete relevant training on the Management of Legionella.

A water risk assessment was completed on 2 December 2019 by Freeston Water and is due for review in December 2021. The water risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.

The Site Manager will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the risk assessment. The Site Manager will advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users. The Site Manager is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or external agencies as required.

Legionella management at the Post 16 site is controlled by Hampshire County Council.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the

task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

All home visits undertaken by staff must be approved by the Headteacher and carried out in accordance with the school's Home Visits/Lone Working Off-site Risk Assessment

Manual Handling

All staff must complete the moving and handling e-learning course annually 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 Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Minibuses

The Site Manager is responsible for the safe operation and maintenance of minibuses on behalf of the Responsible Manager. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses. Defects must be reported to the Site Manager and written in the minibus defects book which is kept in each bus. The user is responsible for returning the minibus in a clean condition. All drivers will be required annually (on renewal of the school's motor insurance policy) and on completion of MIDAS refresher training sign a statement confirming driving history

and produce current driving licence information via <https://www.gov.uk/view-driving-licence>. If at any time a driver has any physical or medical condition which is reportable under DVLA regulations it must be declared at the first opportunity to the Headteacher.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the school's Off-Site Activities Policy based upon HCC Outdoor Education Service's procedures and guidance, EVOLVE. The H & S Co-ordinator is the designated Educational Visit Co-ordinator (EVC) for off-site activities. All trips will be risk assessed in accordance with the Off-Site Activities policy. Any residential trips will be approved by the Trust Board.

Physical Intervention

Arrangements regarding physical intervention are set out in the school's Physical Intervention Policy.

Provision of Information

The Responsible Manager will ensure that information systems are established so that staff are appropriately provided with information regarding safety arrangements on the premises. These systems are staff meetings, meeting minutes, school intranet, H & S Bulletins and school noticeboard.

Local health and safety advice is available from the Site Manager and H & S Co-ordinator.

The Health and Safety Law poster is displayed at Reception.

Risk Assessment

The Trustees recognise and accept the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. Trustees recognise the need to communicate the significant findings of risk assessments with relevant persons and keeping risk assessments under review to ensure they remain valid. General risk assessment management will be co-ordinated by the Headteacher, Finance & Resources Director, Site Manager and H & S Co-ordinator. Refer to the Risk Management Policy for further information.

Risk assessments must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists.

The Health & Safety Co-ordinator on site will oversee the correct completion of risk assessments and will include contributions from 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 Site Manager or Health and Safety Co-ordinator and signed off by the Finance & Resources Director or Headteacher.

Completed risk assessments are listed in the Risk Register and will be reviewed at least annually in accordance with each risk assessment's review date or when there is a change of circumstances. This will be managed by the H & S Co-ordinator.

Personal Emergency Evacuation Plan (PEEP) Manager

The person who produces PEEPs for any children who require them is the Health & Safety Co-ordinator. These must be written at the start of every autumn term and annually thereafter or whenever there is a change in circumstance/location of the relevant child. The production of PEEPS will be monitored by the H & S Co-ordinator and reported to the Responsible Manager on an annual basis.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines. There are separate Security Risk Assessments for the main site and for Post 16.

Smoking

Smoking is not permitted anywhere within the boundaries of any Trust property. This includes vapes and e-cigarettes.

Stress & Wellbeing

The person responsible for assessing and managing stress is the Headteacher.

Dove House School Academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with relevant guidance and requirements. Refer to Staff Well-being policy for further information.

Sun Protection

During, or in anticipation of hot sunny weather, precautions will be taken to minimise the risks associated with exposure to UV rays. Parents/carers will be reminded of the need to ensure their child brings suitable protection to the sun in the form of a hat and sun cream. All students are required to bring a water bottle to school and there are water dispensers in the corridors to refill water bottles. The first aid room on the main school site hold stock of sun cream for use by the students; this must be applied by the students themselves. Staff are not allowed to apply sun cream to the children. For off-site visits; a bottle of sun cream will be made available to take in the off-site ruck sack should it be necessary.

Traffic Management

Arrangements regarding on-site traffic safety to ensure the safety of staff and pupils at all times are based on the premises traffic risk assessment. Expected visitors will be instructed on safety procedures prior to arrival.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers

The Responsible Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out by the Health and Safety Co-ordinator from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff that require it.

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

- Induction training regarding all the requirements of this health and safety policy
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet mandatory training requirements

Training records are held by the H & S Co-ordinator who is responsible for co-ordinating health and safety training requirements, maintaining the health and safety training plan, and 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 Dove House School. Refer to the Behaviour Policy for more information.

Staff must report all such 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.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Violence from pupils will also be reported to pastoral and recorded on CPOMs.

Visitors to main school site

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire information to enable them to act appropriately and safely in the event of an incident. A "visitor" is defined for this purpose as someone who goes beyond the reception desk (i.e. a parent or escort collecting a student or a delivery person is not a "visitor") during normal school hours of 08.45 to 16.30. After hours (e.g. for Parents' or Presentation evenings) the member of staff responsible will

ensure that all “visitors” are made aware of the nearest fire exit and evacuation procedures.

Visitors to the premises will be required to sign the visitor book (on entry and exit), provided with a visitor badge and will be shown a health and safety information sheet including a floor plan of school buildings with fire exits. Contractors will, in addition, receive a “Contractors on site information” sheet (see section headed “Contractors on Site”).

Visitors to Post 16 site

All visitors must use the intercom to gain entry to Post 16. A member of staff will greet any visitor and provide them with key health, safety and fire information to enable them to act appropriately and safely in the event of an incident. Visitors will be required to sign the visitors’ book (on entry and exit) and provided with a visitor badge,

Work at Height

Work at height is always to be undertaken in accordance with the appropriate legislation. At Dove House School Academy 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 must attend a relevant Working at Height training course is the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff.
- Provide steps training to staff.
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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

- Pupils are prohibited from using ladders
- 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 will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the relevant Working at Height training within 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

No staff are 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.

GLOSSARY OF TERMS	
CLEAPS	Consortium of Local Education Authorities for the Provision of Science Equipment
COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment
EVOLVE	Educational Visits On Line Virtual Environment
HIAS	Hampshire Inspection and Advisory Service
HSE	Health & Safety Executive
MIDAS	Minibus Driver Awareness Scheme
PAT	Portable Appliance Testing
PBRs	Property & Buildings Regulatory Services
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations