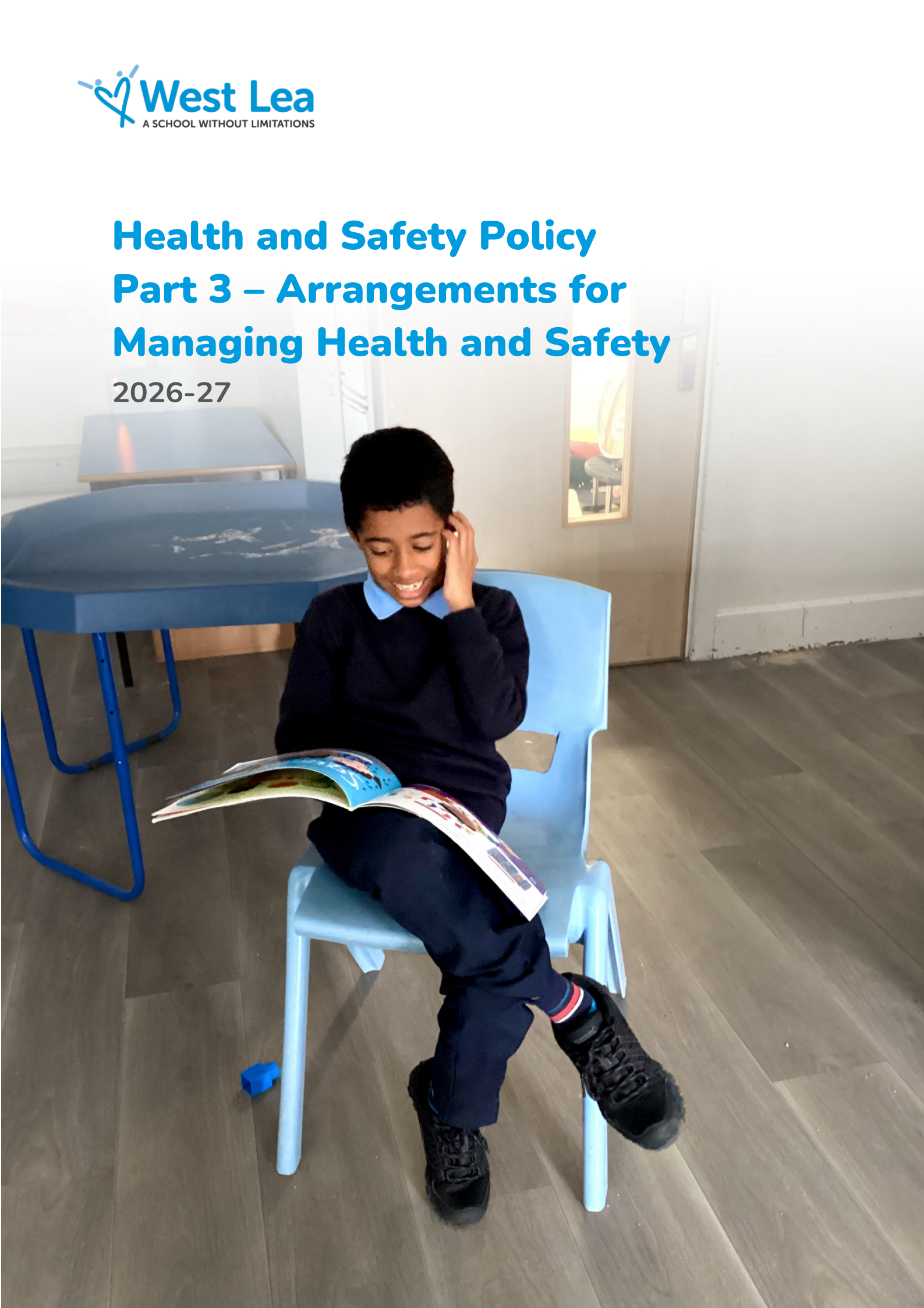
West Lea
A SCHOOL WITHOUT LIMITATIONS

Health and Safety Policy
Part 3 – Arrangements for Managing Health and Safety

2026-27



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PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions in Classrooms, Departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

Information and Instruction

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Policy, Procedure or other written instruction will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

Training and Competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury.

Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
Refresher Training	Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.

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Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Executive Business Manager. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex
Statutory Training	In certain disciplines, the School must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Consultation With Employees

The School is committed to involving all employees in risk management. In particular, the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The School consults directly with staff on health and safety matters. All members of staff can raise issues through their Head of School or Line Manager and all matters raised are recorded, as are all relevant actions.

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ASBESTOS

Responsibilities
The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

Procedures
The School buildings have areas that were constructed or refurbished during the periods when ACMs were used commonly. All School buildings have been subject to a Management Survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team. The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to all materials where asbestos is known to be present.

Work on ACMs is only carried out by licensed contractors. The School's internal Maintenance Staff and regular contractors have received annual asbestos awareness training and specific familiarisation with the ACMs in School buildings.

Emergencies
In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

Training
All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Human Resources Department.

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CONTROL OF CONTRACTORS

Responsibilities

The School recognises that when contractors are engaged to work on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client the School recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

Procedures

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual is normally the Executive Business Manager or Site Manager who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Competence Assessment

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices

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- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.
- Details of all contractors are retained, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

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DISABILITIES AND IMPAIRMENTS

Introduction

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

An assessment will be made in each individual case to establish whether reasonable adjustments and working practices can be made to accommodate safe and practical use of the facilities.

This Policy sets out the School's commitment to disables pupils, staff and visitors and provides a framework to ensure the School offers a supportive environment for all members of the School community.

Responsibilities

On an ongoing basis the School is committed to identifying the impact of disabilities on the structural, organizational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Site Manager is responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

The School ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

Procedures

The School is subject to an internal Disability Access Audit every two years, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action

Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the School will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the School employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

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

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DISPLAY SCREEN EQUIPMENT

Responsibilities

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

Procedures

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

Workstation assessments conducted by the School Health, Safety and Security Manager to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

Eye and eyesight examinations are provided by the School on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns to ensure a reassessment of the workstation is carried out and any corrective action identified. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

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EDUCATIONAL VISITS

School Responsibilities

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Trip Organiser will ensure that they are spread through the different age groups, and the school year. The Organiser also assists staff involved with planning tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

Planning And Coordination

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the Head of School within each Campus.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the School and consideration given to whether the Major Incident Management procedures are initiated. The Executive Head Teacher and Executive Business Manager would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

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ELECTRICAL SAFETY

School Responsibilities

The School acknowledges its' responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

Procedures

The School has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

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

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The School's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Electrical Work

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671).

No electrical alterations to any property can be made without authorisation from the Maintenance Department and in order to protect staff from injury from electricity, all high-risk contract work will be subject to the Site Manager issuing a permit to work.

Portable Electrical Appliances and Apparatus

It is School policy that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

All items in the School are subject to regular checks as arranged by the Site Manager and visual checks.

Items found to require repair or disposal must be handed-over to the Site Manager so that the necessary action can be taken.

Portable Appliance Testing will be carried out annually, or more frequently if deemed necessary.

Testing of Residual Current Detectors (RCDs)

The Site Manager is responsible for maintaining all RCDs fitted to School installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

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FIRE SAFETY

School Responsibilities

The School takes the risk of fire very seriously. It is School policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. The School will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

Procedures

The primary goal of the School's fire safety strategy is to ensure the safety of pupil, staff and visitors. In case of fire, the first priority is always to:

1. raise the alarm and
2. evacuate safely

If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must able to escape to a place of total safety easily and quickly.

Fire Risk Assessment

Fire risk assessments are carried out by an external fire specialist.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire.

In all cases, STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.

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Emergency Plan

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

Information, Instruction and Training

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working in the School, such as contractors as well as to pupils.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire.

HAZARDOUS SUBSTANCES

Responsibilities

The School acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of some potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and occasionally in educational capacities.

Procedures

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances only compatible substances are stored together. Where required, substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Site Manager and records of training are held by Human Resources.

Training

All members of staff who are regularly exposed to substances will the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

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INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Head of School or Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Executive Business Manager (or a duly appointed independent health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Executive Business Manager will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

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INSPECTION AND AUDIT

All areas and departments of the School will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Executive Head Teacher and Executive Business Manager.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

An external Health and Safety Adviser will also undertake a compliance review of the School on an annual basis and will report progress directly to the Executive Business Manager.

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LEGIONELLA (WATER SAFETY)

Responsibilities

The School acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

Procedures

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Site Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- the maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.

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

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

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LIFTING EQUIPMENT

Responsibilities

The School acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The School's activities involve the use of lifting equipment including passenger lifts.

Procedures

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

Equipment

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

The School monitors to ensure, so far as is reasonably practicable, that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access.

The School also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

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Training

Where specialized training is required to operate equipment involved in lifting operations, records of training will be held by Human Resources.

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LONE WORKING

Responsibilities

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.'

Procedures

The School has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established
- Use of Radios
- Working in teams / pairs
- Security messages – for those who may need to discreetly raise the alarm

The School will continue to inform staff when tasks may not be undertaken as a lone worker.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

Training

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

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MANAGEMENT OF MAJOR INCIDENTS

The School has prepared a detailed Major Incident Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Executive Head Teacher (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises
- Serious accident, illness or medical incident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the School)
- Road Traffic accident on a trip or school excursion
- Public allegations of abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident,
e.g. chemical spill, environmental incident, etc.

The Management Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

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MANAGEMENT OF INFECTIOUS DISEASES

Responsibilities

The School has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus or illness affecting any member of the school community.

The School acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

Procedures

The School has undertaken risk assessments of known illnesses that could affect the school community in an adverse way due to the symptoms caused by the illness or the likelihood of contagion. The susceptibility of pupils who may have underlying health conditions who attend the school is also a consideration in these assessments.

To ensure the school does not contribute to the spread of a communicable illness or disease, the Senior Leadership Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration if this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential affects of the outbreak both within the school and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared for each campus to ensure the specific risks associated with each campus are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Where it is felt that school activities cannot continue in person, blended learning provisions will be made available so far as is reasonably practicable.

Communication of all risks and precautions will be made with parents on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

Training

All staff will receive regular training and instruction regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

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MANUAL HANDLING

Responsibilities

The School will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

Procedures

Equipment is provided where possible to minimise or simplify handling of heavier objects and Head of School or Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Training

Where the School has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by Human Resources.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their Head of School or Line Manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

MINIBUSES AND OTHER SCHOOL VEHICLES

School Responsibilities

The School recognises the risks associated where employees undertake driving activities. The following procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

The Executive Business Manager holds responsibility for the oversight of the minibus policy within the School; staff who operate minibuses are responsible for the implementation of the policy on a day-to-day basis. This procedure applies to all staff involved in the routine operation of School-owned and hired minibuses.

Procedures

Risk assessments of driving activities will be carried out as part of the management of all work activities, trips and excursions; all relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

Employees

All employees who drive on behalf of the School, either in private or School-owned vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, cars, minibuses, light goods vehicles, and grounds machinery.

Wherever possible, situations will be avoided that put employees under time constraints or other pressures.

Employees are instructed to drive within the national speed limits at all times and pay due regard to weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for regular breaks.

Employees must not use handheld mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands-free kit, it is preferable not to make calls. Calls are not made to employees' mobile phones whilst it is known they are driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Additional training will be given to School vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.

Drivers

Minibuses will only be issued to drivers with the correct licence qualifications required for each type of vehicle.

In order to comply with School and insurance requirements all minibus drivers must be able to verify their eligibility to drive by providing a copy of their licence at the start of each academic year, confirming the following:

- Drivers must be aged 21 or over and have held a car (category B) Licence for at least two years.
- Drivers must have a full valid driving licence which meets one of the following requirements:
    - For those holding a full entitlement to drive a car before 1 January 1997 covering Group A (B for automatics) for at least until the licence expires.
    - For those holding a full entitlement to drive a car before 1 January 1997 covering Category B at least until the licence expires.
    - For those who pass their car test to obtain a Category B entitlement on or after 1 January 1997, the driver must have held the Category B licence for more than 2 years before driving one of the School or hired minibuses. Licences which do not show a Category B entitlement only allow the holder to drive vehicles with up to 8 passenger seats.
    - The gross vehicle weights of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
    - You do not tow a trailer.
- All existing and future endorsements must be notified to the School's Insurers, via the Business Manager's Office, before driving can be approved by sharing driving licence information with the School via www.gov.uk. All penalty points will be assessed to ensure the offences do not make the individuals inappropriate to drive children on behalf of the School.
- All drivers must be willing to drive without additional salary or incentive.
- All minibus drivers will attend regular minibus refresher training which will be arranged by the School and where necessary, attend a medical examination deeming them fit to drive. Where recommendations are made by an external assessor, the drivers may be required to attend further instruction or training sessions to assist them to improve where necessary.

Vehicles

All vehicles are formally inspected each week and a record kept verifying roadworthiness. Any faults highlighted will be recorded and further maintenance and repair as necessary. Although the School undertakes to check vehicles weekly, the driver of the minibus remains responsible for carrying out normal vehicle checks prior to departure.

Drivers are also responsible for the safe operation of the vehicle allocated to them and must ensure any defect or damage is reported immediately. If there is any doubt as to whether the vehicle is fit to be driven, the driver should not leave or should stop driving if necessary.

All vehicles should be returned in a clean and tidy condition.

All vehicles will have a valid MOT, tax and insurance and records will be retained to demonstrate this. Where employees' private vehicles are used for company business, checks will be carried out to ensure that insurance covers business use and that a valid MOT is available for vehicles over three years old.

School vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks are carried out on the roadworthiness of all School vehicles (e.g. tire pressure and condition (including spare); correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Each vehicle also has an up-to-date set of documents and equipment including:

- Road Tax and Insurance
- MOT Test Certificate (if applicable)
- Valid insurance certificate
- A spare wheel, serviceable jack and wheel brace. (Drivers should not attempt to change a wheel if they are in a position of danger or if there is an unacceptable level of risk posed by changing a wheel)
- A fully stocked first aid kit, a spare set of light bulbs and a reflecting triangle
- High-visibility vests.

Seatbelts

It is driver's responsibility to ensure that all passengers are wearing a properly fitted seatbelt at the start of each journey and to insist that belts are worn throughout the journey. No more than one person per seat may be carried.

Alcohol and Drugs

Drivers must observe a 'no alcohol' policy at least twelve hours before a journey or excursion. Similarly, no one may drive if taking prescribed drugs that may affect their driving abilities.

Fatigue and Ill-Health

No one should take control of a vehicle if their ability is affected by tiredness or ill health. Should a journey be unavoidably lengthened or if the driver is taken unwell, or if the driver feels vulnerable in any way, the nearest safe point of rest should be found and contact made with the School. It may be necessary to arrange for a substitute driver to be sent to assist, or for the Driver to arrange overnight accommodation for the pupils and staff if a substitute is not possible and the journey cannot be completed.

Journeys and Excursions

All journeys must be on legitimate School business only.

The Trip Organiser must ensure the details of each trip or excursion are adequately risk-assessed and reviewed prior to departure.

Drivers must make adequate assessment of their own abilities before the journey, taking into account the journey type and the potential driving conditions.

A risk assessment will be required for each journey which will determine the need for additional drivers in each case.

Operational Requirements

Whilst operating the minibus, all driver should:

- Drive safely and in accordance with the requirements of the Highway Code in particular with regard to speed limits.
- Ensure that the passenger carrying capacity of the vehicle is not exceeded i.e. Driver plus 16 passengers, or 8 passengers for the smaller minibus, if your Licence comes under category 3. c. (See 'Minibus Drivers' Item 3 above)
- Adequately supervise all pupils in their charge.
- Ensure that seat belts and lap straps are worn at all times. Carry out vehicle checks before starting a journey.
- Ensure they carry a mobile phone (and charger if necessary) for use in emergency situations, along with a list of School contact telephone numbers.

Accident and Breakdown

In the event of an accident where personal injury is caused to any person, a domestic animal and/or damage to any vehicle or other property the driver is required to stop and exchange names and addresses with the other driver or person being the owner of the damaged property/domestic animal. If names and addresses are not exchanged at the time of the accident the incident must be reported to the Police as soon as possible or in any case within 24 hours. In addition:

- Details of witnesses and relevant insurance details should be obtained. Drivers should not admit liability whatever the circumstances.
- Report the details to an emergency contact at West Lea School as soon as possible.

Vehicle Breakdown

School minibuses are covered by a rescue service contract. In the event of a breakdown or if you think that breakdown is imminent stop at an emergency telephone and call for assistance. Tell the operator that you are driving a minibus with pupils as passengers.

Ensure that the vehicle is as far to the left of the hard shoulder as possible. If a grass/gravel verge exists, place vehicle half on/off verge and hard shoulder. Use common sense and do not park on a soft verge as this may result in getting bogged down.

Put a high-visibility vest on as soon before leaving the vehicle in all cases.

Place a warning triangle 200 metres to the rear of the vehicle if safe to do so (each emergency telephone direction sign is 100 metres apart).

In good weather conditions if a low barrier or fence is adjacent to the vehicle, leave the vehicle by the left-hand doors – not the driver's side – and instruct all passengers to stay behind the barrier. Do not stand to the front of the vehicle; if it is struck by another vehicle you will be in extreme danger. Sit up the side of the bank if possible.

If the weather is bad, stay in the vehicle.

Hazard warning lights should be flashing. At night, the vehicle interior lights should also be on. Under no circumstances should the vehicle be parked in the emergency lane at night with just parking lights on as oncoming vehicles may think it is a driving lane.

If all lights have failed, contact the Police to inform them of the failure.

If you break down between emergency telephones and cannot leave your passengers because of their age or disability:

- Keep pupils in the vehicle.
- Use the mobile telephone you have to dial 999 to request assistance. Give the Emergency Services your mobile telephone number and advise them that you are carrying schoolchildren in a minibus.
- You may be able to shunt the vehicle forward to the emergency telephone using first gear and starting the vehicle.

Should recovery of the vehicle be required during normal working hours, contact the school to confirm a recovery location or garage. If recovery is needed outside working hours or if contact cannot be made within thirty minutes, request recovery of the minibus to the School.

Servicing and Maintenance

The School is responsible for arranging weekly inspections to the vehicles and for ensuring routine servicing and other maintenance is carried out, in accordance with the manufacturer's schedule.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

SAFEGUARDING AND CHILD PROTECTION

School Responsibilities

All adults working at West Lea School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physically and emotionally, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to promote the satisfactory development and growth of the individual. All staff will be made aware of the requirements of the School's Safeguarding Policy, which are in line with the requirements of Keeping Children Safe in Education (September 2018).

The School's Safeguarding policy can be found on the Website.

The Children Act 1989

The Designated Safeguarding Lead is the appointed person for the purposes of this act.

The purpose of this Act is to ensure the health, happiness and proper physical, intellectual, emotional, social and behavioural development of the child as well as protecting the child against the risk of suffering significant harm or neglect. Children living away from their own home need to experience care which substitutes for the loss of attention and security they should otherwise receive through the direct care of their parents or guardians.

The Designated Safeguarding Lead will ensure that all staff receive formal induction into Child Protection Procedures when they take up their appointment. New teaching staff will receive additional advice and assistance from the Senior Leadership Team concerning the conduct of their classes and the management of co-curricular activities.

All members of the teaching staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed (and that a written record of each incident is made). While there may be little or no physical bullying, staff should be aware that verbal intimidation, on-line behaviour, ostracism, sexist or racist conduct are equally distressing to the victim. Normally, it is for the member of staff witnessing such behaviour to deal with it directly by explaining why it is unacceptable and appealing to reason and good sense. In all cases, such incidents must be reported by teaching staff to the Designated Safeguarding Lead.

It is important that child abuse is taken seriously as a possibility, and that suspicions are acknowledged and investigated immediately. If a physical injury is reported the child must be seen by the Medical Staff as soon as possible and at least within 24 hours. The investigation of child sexual abuse will follow the procedure as agreed by Local Safeguarding Children's Board; the Designated Safeguarding Lead will advise as necessary.

All employees of the School receive annual updates on child protection issues; a register of all such training is retained by Human Resources Department.

NOISE AND VIBRATION

Responsibilities

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Procedures

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

PERSONAL PROTECTIVE EQUIPMENT

Responsibilities

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its' employees. The School also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

Procedures

School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Human Resources department.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by Head of School or Line Managers and Heads of Department and replacements are available on request in between inspections.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

RISK ASSESSMENT AND CONTROL

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. School Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external specialists
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Designated Safeguarding Lead
- Work Placement and Experience Assessments
- Medical Health Risk Assessments and Care Plans

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

ROADS AND CROSSINGS

School Responsibilities

The School has responsibilities to ensure all pupils, staff and visitors who could be affected by the public roads are made aware of the risks and informed how and where to cross roads safely.

Road Hazards

The Schools are all situated near busy public highways. Therefore, it is necessary to take certain measures to ensure the safety of our staff and pupils when crossing the roads, as well as ensuring the School's activities do not present a hazard to legitimate road users.

Risk assessments have been prepared for all key road hazards in order to record the risks and communicate the findings with those who could be affected.

Internal roads have a mandatory speed limit of 5mph at all times. All vehicles using the internal roads should be prepared to give way to pedestrians at all times.

Procedures

Certain areas are directly supervised by members of staff at key times during the day when both traffic and pupil movements are high. Staff are advised of the need to actively control pupils in these locations to ensure they cross where authorised and to take appropriate action with any pupils who engage in careless or foolish behaviour around the roads. All staff are empowered to intervene where any such behaviour is witnessed.

Staff are also reminded of the risks associated with the roads during initial induction and at health and safety briefings. All staff are expected to set a positive example when walking near roads or crossing and to be mindful of this responsible at all times.

Both pupils and staff are encouraged to report near miss incidents involving vehicles as these may serve to heighten awareness in particular areas or serve as reminders of the need to be responsible and vigilant whenever crossing or walking along roads.

SAFETY SIGNS

Responsibilities

The School acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

Procedures

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

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

VISITORS

School Responsibilities

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit.

General Visitors

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to report to Reception to sign in and to be issued with a visitor's badge.

Visitors are also issued with a card detailing the basic health and safety information, including the requirements to remain accompanied at all times and to report any hazards immediately. Information on the action to be taken in the event of an emergency is also published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting Contractors

Contractors are also required to sign in at Reception where they too will be issued with a visitor's badge and health and safety instructions relevant to their work and location. Should a contractor be required to work at the School for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) checks must be undertaken prior to this work taking place.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The security department should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

WELFARE AND HYGIENE

Responsibilities
The School acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Procedures
Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water, for heating water and heating food. Staff are able to rest and eat food in a variety of areas around the School.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.
All welfare facilities are ventilated, well lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

WORK AT HEIGHT

Responsibilities

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

Procedures

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Equipment

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Two roofs have operational running line systems in place (at Haselbury Campus) ; access to these roofs will only be carried out using persons deemed to be competent to use harnesses and with suitable equipment in place. Restraint harnesses are used on these roofs, rather than fall arrest. The running lines are inspected and tested on an annual basis by an approved contractor.

Several buildings have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

The School also has several buildings with fragile roofs and skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work.
Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

Training
All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

WORK EQUIPMENT

Responsibilities

It is the intention of West Lea School that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

Procedures

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the School will endeavour to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

Equipment

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the user is responsible for ensuring that remedial actions are reported and repairs completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use.

Training

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the Human Resources department.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

WORK PLACEMENTS AND INTERNSHIPS

Introduction

The School acknowledges the responsibilities it has to all pupils in the activities associated with the education of pupils who attend West Lea Schools.

Responsibilities

Responsibilities will potentially change at various stages when pupils are able to accept internships from external employers, depending on the needs of the pupil, the timescales of the internship, whether permanent employment is offered and the level of supervision provided by the school.

Risk Assessment Process

It is vital that an accurate assessment of the workplace is made to ensure the risks associated with a placement are known, are acceptable and are fully understood by all parties.

The assessment process is recorded in the form of a questionnaire and assessment form which is verified by senior management at various stages and ultimately signed off by a management panel, made up of the Executive Head Teacher, Business Manager, Deputy Head, and the External Health and Safety Consultant.

Whilst a formal, recorded assessment is made, the less formal viewpoint of those involved in the process with regard to such items as the culture of the organisation, the willingness to help and the attitude towards the evaluation process are also expressed and taken into account regularly by the management team.

The formal stages of assessment are as follows:

Part 1 – General

A recorded assessment of the potential employer is made at enquiry stage to confirm that the employer has basic health and safety arrangements in place and arrangements for insuring work placements. An evaluation is also made of the individuals concerned and whether the attitudes toward safety management would appear positive and welcoming to a student.

Part 2 – Workplace Assessment

Following successful completion of Part 1, an assessment is made of the workplace to formally identify the proposed working areas and the general environment the student would be working in. The assessor would take note of the 'feel' of the workplace and pay particular attention to any negative factors that are identifiable, by considering whether operatives are raising their voices or appear stressed, whether any signs of bullying, racism, sexism or negative behaviour are present.

Part 3 – Assessment of the Student

When completed, parts 1 and 2 allow for an accurate assessment of the needs of the student, taking into account the workplace and the employer. This will allow the right student to be sent to the right place and will confirm such factors as the level of supervision required, what type of relationship will be entered into, who will take primary and secondary responsibilities and how often the situation is reviewed.

PART 3 – ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

The Job Coach will ensure an assessment is made of all hazards to ensure risk mitigation is carried out and an acceptable way of managing each situation is confirmed and understood by all. Where doubts exist about the arrangements or the health and safety standards in the workforce, further advice should be sought until matters are successfully resolved.

A placement should never be made based on **hoping** things will be okay!

On completion of the assessment process, the Job Coach will forward the application to the approval panel, who will discuss at their regular meetings on at least a monthly basis.

Approval

The Internship Panel will discuss all of the information that has been considered during the investigation and vetting process, before confirming the suitability of the risk assessment for the placement and giving authority for it to commence. No placements should be offered without the full consent of the Internship Panel and formal sign off.

The employer will be made aware of the name of the Job Coach assigned to each pupil and will be given contact details to confirm what to do in the event of an unforeseen problem that may affect the suitability of the placement or should any questions arise.

Transfer of Responsibilities

Depending on the type of relationship, operational responsibility may then transfer, either immediately or gradually to the employer – in each case as has been agreed with all parties, to the employer.

Confirmation will also be made to all parties by means of a letter to confirm the transfer of responsibility from West Lea School to the employer, which will be copied in to the student and their parents. Advice and support will continue to be given where this is possible, taking into account confidentiality and legal responsibilities.

Regular Review

All staff who are directly involved in the placing of students in the workplace will meet to review how well placements are progressing on a regular basis. These reviews are opportunity to share both specific and general recommendations about employers, employer types, unforeseen issues, individual problems with students as well as positive outcomes in all areas.

Relevant information will be recorded and circulated to ensure recurrence of problems does not occur.



community
kindness
learning for life
innovation
inclusion