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# Walter Halls Health and Safety Policy

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**Reviewed: September 2023 Next Review: September 2025**

The ultimate responsibility for health and safety rests with the employer i.e. the Local Authority (LA) or Governing Body, although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers. The LA is the employer for Community Schools, Community Special Schools, Voluntary Controlled School, Maintained nursery Schools and Pupil Referral units. The Governing Body is the employer for Foundation School, Foundation Special Schools and Voluntary Aided Schools. The Governing Body or Proprietor is responsible for Independent Schools. The duty to comply with statutory requirements, however, cannot be delegated and remains with the LA or Governing Body.

This guidance has three parts.  
It contains;

1. a statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)]
2. the organisation i.e. explains the allocation of functions to individuals i.e. who does what as regards health and safety
3. the arrangements i.e. how health and safety functions allocated to individuals are carried out

The policy includes the key elements of a health and safety policy identified in the DfES document Health and Safety: Responsibilities and Powers (ref. DfES/0803/2001).

This document should be 'tailored' according to the local situation in each school.

#### *Reference*

The main source of health and safety information is provided in the Education Department Health and Safety Guidance manual which is available via the internet:

– Nottingham city council

N.B. The Health and Safety policies for:

☒ Nottingham City Council

☒ Education Department

are both displayed on the schools' website available at Nottingham City council

## **1. HEALTH AND SAFETY POLICY STATEMENT**

**Our statement of general policy is as follows:**

- ☒ To promote an effective safety culture throughout the school
- ☒ To maintain safe and healthy place of work for employees with safe access
- ☒ To ensure that pupils and other non employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- ☒ To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- ☒ To consult with our employees on matters affecting their health and safety
- ☒ To provide and maintain safe plant and equipment
- ☒ To ensure safe use, handling and storage of substances i.e. chemicals
- ☒ To provide information, instruction, training and supervision for employees
- ☒ To ensure all employees are 'competent' to carry out their activities
- ☒ To provide adequate welfare facilities for employees and pupils
- ☒ To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- ☒ To review this policy annually and to revise it as necessary

**Accident reporting and investigation includes:**

Asbestos Bullying Child protection Communication Consultation with employees Construction work Contractors Display screen equipment Drugs and alcohol misuse Educational off-site visits Electrical safety Emergency procedures Fire safety First aid Gas safety Hazardous substances / chemicals Housekeeping Induction – see under Training Information Inspections	Lettings / out of hours use of school Lone working Maintenance Management of health and safety Manual handling Mobile phones (see Transport Safety) Monitoring and review New and expectant mothers Personal protective equipment Playground safety Reporting defects, hazards, near misses Responsibilities Risk assessments Safety Education Safety Representatives School Council School Health and Safety Committee	Security Smoking Storage Stress Sun protection Supervision Training Transport safety Vehicles on site Waste / litter Welfare facilities Work equipment Work experience / work related learning Working at height Workplace transport safety Workplace safety
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**2. RESPONSIBILITIES**

DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- ☑ taking the lead in the promotion of an effective health and safety culture
- ☑ the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- ☑ ensuring that the requirements of all relevant legislation, codes of practice and LA guidelines are met at all times
- ☑ ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- ☑ consulting with employees, and safety representatives, on health and safety issues
- ☑ ensuring effective means of communication with staff on health, safety and welfare issues
- ☑ ensuring that risk assessments are undertaken and reviewed annually
- ☑ identify the training needs of employees and ensure that they are ‘competent’ to carry out their activities
- ☑ ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- ☑ ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- ☑ monitoring the standard of health and safety throughout the school
- ☑ ensuring that emergency procedures are in place
- ☑ ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- ☑ authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head Teacher will:

- ☑ ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- ☑ carry out and record a formal health and safety inspection of all parts of the premises and site at least annually

- ☐ ensure a safe place of work for employees and pupils, including safe means of access and egress
  - ☐ ensure that adequate health and safety resources are available to meet health and safety requirements
- Reference A guide to the Law for School Governors (DCSF)  
Health & Safety: Responsibilities and Powers (DCSF)

#### DUTIES OF LINE MANAGERS

The duties of Line Managers include:

- ☐ day to day responsibility for the health, safety and welfare of employees and pupils
- ☐ ensuring risk assessments are carried out for activities as required
- ☐ ensuring safe working conditions and safe working practices in accordance with legislation and LA guidelines
- ☐ ensuring employees are 'competent' to carry out their activities
- ☐ ensuring new employees are inducted in the safe working practices
- ☐ ensuring safety inspections are carried out at least termly
- ☐ ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- ☐ ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- ☐ ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- ☐ ensuring that employees and pupils are aware of the emergency procedures
- ☐ ensuring that hazardous substances are correctly used, stored and labelled
- ☐ ensuring that relevant health and safety warning signs are displayed
- ☐ ensuring effective means of communication with employees and pupils
- ☐ reporting any health and safety concerns to the Head Teacher

#### DUTIES OF THE SITE MANAGER

The Site Manager's duties include:

- ☐ keeping the building and site in good order and repair and free of waste / litter
- ☐ monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- ☐ monitoring the provision and safe use of main services i.e. water, gas and electricity
- ☐ monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- ☐ monitoring and maintaining effective security arrangements
- ☐ maintaining safe storage of chemicals, hazardous substances and equipment
- ☐ ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- ☐ dealing with reported damage and defects
- ☐ monitoring the condition of asbestos
- ☐ assisting the Head Teacher and Governors with the annual health and safety inspection

#### DUTIES OF THE EDUCATIONAL OFF-SITES VISIT CO-ORDINATOR (EVC)

- ☐ Follow the Educational Off-Site Visits Policy where their full responsibilities are outlined.

#### DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- ☐ take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- ☐ co-operate with their Line Manager on health and safety matters
- ☐ not to interfere with anything provided to safeguard their health and safety
- ☐ report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

### **3. ARRANGEMENTS**

Accident Reporting and Investigation

- Accidents to employees are dealt with in accordance with Guidance and Information Sheet No. 48.

- Accidents to pupils and other non-employees are recorded as laid down in the Education Health and Safety guidance.
- All accidents are investigated by local responsible person.
- Accident report forms are held in the school admin office. These are electronically inputted with the school business manager.
- Reported accidents are monitored to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive (governmental organisation) as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995.

Reference:

☞ Education Department Health and Safety Guidance

☞ see website Nottingham City council

☞ Reporting of School Accidents, HSE EDIS1

Asbestos Management (Control of Asbestos at Work Regulations 2002)

The condition of asbestos in the building is monitored by the Site Manager and recorded in the Asbestos logbook.

The Asbestos Survey report is held by the Head Teacher / Site Manager, and is made available to any contractors carrying out work within the school.

Reference:

☞ Guidance and Information Sheet no. 2 'Managing Asbestos in the Workplace'

Bullying (and see separate anti bullying policy)

Bullying is not tolerated at this School.

It is the responsibility of all employees in school to report any bullying to the Head Teacher or other nominated person who will investigate any complaints of bullying immediately.

Child protection

The Headteacher, Deputy Head Teacher, Assistant Head and Welfare Officer are School Designated Safeguarding Leaders for Child Protection matters.

Arrangements are in place for CRB checks on individuals working with pupils.

### Communication

Effective communication between the Head Teacher and employees is ensured by face to face contact or through regular staff meetings and the staff notice board.

### Construction work

All construction work is carefully monitored in accordance with LA guidance.

Comprehensive advice on construction work and the implications of the Construction (Design and Management) Regulations 1994 is given in the web site.

Reference:

☞ Education Department Health and Safety Guidance

☞ see website Nottingham City council

☞ Guidance and Information Sheet no. 25 – Construction (Design and Management) Regulations 1994

☞ Guidance and Information Sheet no. 26 – Construction (Health, Safety and Welfare) Regulations 1996  
 Consultation with Employees (Health and Safety [Consultation with Employees] Regulations 1996)

Health and safety is a standing item on the agenda of safeguarding team meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

### Control of Contractors

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Reference:

- ☒ Education Department Health and Safety Guidance
- ☒ see website Nottingham City council
- ☒ Guidance and Information Sheet no. 12 – Control of Contractors.
- ☒ Use of Contractors – A Joint Responsibility, HSE INDG368 (for construction work not covered by CDM)

### Display Screen Equipment (Health and Safety [Display Screen Equipment] Regulations 1992)

The regulations are applicable to regular ‘users’ of display screen equipment, e.g. Secretaries in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a ‘user’, using the form provided on the schools’ website. It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and LEA guidance will be followed.

Reference:

- ☒ Education Department Health and Safety Guidance
- ☒ see website Nottingham City council
- ☒ Guidance and Information Sheet no.37 – Display Screen Equipment

### Drugs and Alcohol Misuse

Issues relating to drugs and alcohol, relevant to particular age groups, are taught through the Science & P.S.H.E. curriculum.

### Electrical Safety (Electricity at Work Regulations 1989)

All portable electrical appliances in school are checked by a ‘competent’ person (the site manager presently) at maximum two yearly intervals. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) should be used where required e.g. for any electrical equipment used out of doors.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer.

Emergency Procedures, e.g. fires, gas leaks, burst pipes, boiler breakdowns, bomb threats.

See LEA Guidance for schools on dealing with emergencies and school closures.

Reference:

- ☒ City Council Letter and Parcel Bombs poster.

### Fire Safety (Fire Precautions (Workplace) Regulations 1997), also see ‘Emergency Procedures’

The Fire Log book is kept up to date by the Site Manager and it is monitored by the Governors.

The Fire Risk Assessment is kept up to date and is kept by the Site Manager / in the main Office.

The fire alarm system is tested weekly by the Site Manager and serviced annually by a competent person.

Emergency lighting is tested monthly by the Site Manager and serviced at six monthly intervals.

Fire detection systems i.e. smoke / heat detectors (where installed) are serviced quarterly.

Fire drills are held at least termly. Any issues identified from the drill are reported to and addressed immediately by the Head Teacher.

Fire exits and fire exit routes are kept free from obstruction and clearly signed.

Suitable arrangements are in place for the safe storage of flammable liquids.

Assembly points are identified on Fire Action notices which are displayed by final fire exit doors.

Fire Exit doors which are not in regular use are checked monthly to ensure they can be easily opened.

Fire extinguishers, fire blankets and fire hose reels (where installed) are in appropriate places and are serviced annually by a 'competent' person.

Annual fire safety training is carried out by the Head Teacher (or nominated person). A check list has been provided by the Safety Advisers.

Reference:

☒ See Guidance and Information Sheet no.18 – Workplace Fire Precautions.

☒ How to Combat Arson in Schools? (Arson Protection Bureau – 0207 216 7474)

### **First Aid (Health and Safety (First Aid) Regulations 1981)**

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are readily available and kept topped-up by a nominated person. The main first aid kit is kept in the school admin office.

Arrangements are in place for the dealing with bodily fluids.

All first aid treatments are recorded.

'Head bumps' are reported to the injured child's parent /carer via a "bump note..."

The First Aider is Diane Johnson

The Appointed Persons (trained in emergency first aid) are

Reference

☒ DCSF publication "Guidance on First Aid in Schools"

☒ Employee Information Sheet no.55 – Dealing with Bodily Fluids

☒ Guidance and Information sheet no. 49 – First Aid at Work

### **Gas equipment and appliances (Gas Safety [Installation and Use] Regulations 1998)**

All gas boilers / appliances are inspected annually by a 'competent' person, i.e. CORGI registered gas engineer.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances (Control of Substances Hazardous to Health Regulations 2002)

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools.

Information / COSHH assessments relating to hazardous substances in school are kept in the Site Manager's Room.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Reference:

☒ Guidance and Information Sheet no.50 Control of Substances Hazardous to Health (COSHH).

☒ 'General Advice about Chemicals' see web site

Health and Safety Advice (Management of Health and Safety at Work Regulations, Regulation 7)

'Competent' advice is provided by the Safety Advisers Unit.

### **Housekeeping (and see also under waste / litter)**

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information (Management of Health and Safety at Work Regulations 1999 - regulation 10)

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

Specialist advice is provided by:

☒ Design and Technology through the Design and Technology Association (DATA).

☒ Physical Education through British Association of Advisers and Lecturers in Physical Education (BAALPE)

☒ Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

The Health and Safety Executive (H.S.E.) poster Health and Safety Law – what you should know is displayed where it can be easily seen by all employees.

### **Inspections**

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Business Manager, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager or Head Teacher.

Arrangements are in place for the annual inspection of PE equipment by a specialist company.

### **Lettings / Use Premises Out of Hours (Occupiers' Liability Act 1957)**

A contract with conditions of hire has been completed, signed and approved by Legal Section.

Advice is sought from the Nottingham City Council Licensing Section regarding licenses required for entertainment / stage plays etc.

Reference:

☒ Our School – Your School, Community Use of Schools after Hours (DfEE 1995, ISBN 0 85522 473 8))

### **Lone Working**

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Reference:

☒ Guidance and Information Sheet no. 28 Working Alone Safely.

### **Maintenance of plant and equipment – (Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998)**

(e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), lifts, fire alarm system, intruder alarms etc.

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Reference:

☒ Guidance and Information Sheet no. 14 – Maintenance of Buildings

Management of health and safety

Responsibilities for the management of health and safety have been identified in this document.

Reference:

☒ Guidance and Information Sheet no.15 – Management of Health and Safety

### **Manual Handling (Manual Handling Operations Regulations 1992)**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Training on safe manual handling of inanimate objects is available from the Safety Advisers.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the schools' website.

Reference:

☒ Guidance and Information Sheet no. 10 Manual Handling Operations

☒ Safe Manual Handling leaflet prepared by the Safety Advisers.

### **Medical needs (supporting pupils with medical needs)**

Administration of medication is only carried out in exceptional circumstances where alternative arrangements cannot be made.

All medication will only be administered in accordance with our medication administration policy



Reference:

- ☒ Education Department Health and Safety Guidance
- ☒ website Nottingham City council
- ☒ DfES 'Managing Medicines in Schools and Early Years Settings'

### Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

### New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee. A generic risk assessment form is issued by Human Resources.

Reference:

- ☒ Guidance and Information Sheet no. 16 New and Expectant Mothers

### Off-Site Educational visits

Advice and guidance is provided by the LEA Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ph. 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ph. 9476202.

Reference:

- ☒ The Educational Off-Site Visits Policy (issued to schools in November 2003)

Personal Protective Equipment (P.P.E.) (Personal Protective Equipment Regulations 1992)

P.P.E. is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids.

P.P.E. is also provided for students, e.g. in science, design and technology and P.E.

P.P.E. is replaced as required.

Reference:

- ☒ Guidance and Information Sheet no. 11 - Personal Protective Equipment

### Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Business Manager, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

### Risk Assessments (Management of Health and Safety at Work Regulations 1999 [regulation 3] ).

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the school admin office.

Training courses on carrying out risk assessments are provided by the Safety Advisers Unit.

Reference:

- ☒ Education Department Health and Safety Guidance
- ☒ website Nottingham City Council
- ☒ Guidance and Information Sheet no. 7 Risk Assessment – A Guide for Managers
- ☒ Five Steps to Risk Assessment, HSE INDG163 (rev1)

### Safety Education

Arrangements are in place for safety education to be included in the curriculum

Reference:

- ☒ Safety Education - Guidance for schools DfES/0161/2002

Safety Representatives (Safety Representatives and Safety Committees Regulations 1977)

Under legislation, Safety Representatives have legal rights and functions e.g.:

- ☒ to represent employees
- ☒ to investigate hazards and complaints
- ☒ to carry out inspections of the workplace
- ☒ to attend safety committees

Safety Representatives have no legal duties other than those of an employee.

Reference:

- ☒ Guidance and Information Sheet no. 4 Departmental Health and Safety Joint Committees

### School Council

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues.

### School Health and Safety Committee

The School Health and safety Committee consists of Head Teacher as Health and Safety Co-ordinator / Governor(s) responsible for health and safety / Site Manager

### Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holder is the site manager and the Head teacher.

Reference:

- ☒ Managing School Facilities Guide 4 'Improving Security in Schools', DFEE

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Reference:

- ☒ Guidance and Information Sheet no. 13 Slips, Trips and Falls

### Smoking Rules

Smoking is not permitted in any school buildings or anywhere on campus in accordance with Nottingham City Council's policy.

### Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

### Stress, Work Related

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment.

Reference:

- ☒ NCC 'The Management of Stress at Work' policy
- ☒ Education Department leaflet 'Recognise stress, Prevent stress'

☒ 'Managing Work related Stress – A Guide for Managers and Teachers in Schools' HSE

#### Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled. Shade will be provided on the school playground via foliage and use of building shelter and long term planned construction/provision.

Reference:

☒ Education Department Health and Safety Guidance

☒ website Nottingham City council

☒ Guidance and Information Sheet no. 6 Sun Safety and Protection

#### Supervision

Pupils are supervised during all activities throughout the school day.

Approaches to Supervision over lunchtimes and periods of play can be seen in our separate Play Policy

For off-site visits DCSF guidelines are followed regarding supervision levels.

See also under 'Training'.

#### Training (Management of Health and Safety at Work Regulations 1999)

All employees are given appropriate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the checklist provided by the Safety Advisers which can be found in the Education Department Health and Safety Guidance. New employees are adequately supervised, as required.

Reference:

☒ website Nottingham City council

#### Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found on the Education web site.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Reference:

☒ web site Nottingham City council

#### Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

Nottingham City Council has adopted the Health & Safety Executive's (H.S.E.) definition of violence:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Reference:

- ☒ Guidance and Information Sheet No. 53
- ☒ DfES Legal toolkit for schools – tackling abuse, threats and violence towards members of the school community
- ☒ website Nottingham City council
- ☒ ‘Strategies and positive handling guidelines for managing challenging pupils’, Education Department.
- ☒ Violence to Staff in the Education Sector, HSE

### Waste / Litter Management

The Site Manager is responsible for the management of waste and litter.

Adequate waste bins are available around school, which are emptied daily.

External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A ‘sharps’ box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Pupils are encouraged to take an active part in the management of litter.

Reference:

- ☒ Guidance and Information Sheet no. 29, Handling and disposal of needles.

### Water Management / Control of Legionella

A survey of hot and cold water supply systems has been carried out.

A management structure is in place for the control of legionella bacteria.

A log book is maintained on site for recording temperature testing and flushing of outlets which are not used on a weekly basis.

Thermostatic mixer valves (TMVs) have been fitted to all areas to which pupils have access.

Reference:

- ☒ Guidance and Information Sheet no. 5 - The Control of Legionella Bacteria in Hot and Cold water Systems.

### Welfare facilities (Workplace (Health, Safety and Welfare) Regulations 1992 and Education (School Premises) Regulations 1999)

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

### Work Equipment (Provision and Use of Work Equipment Regulations 1998, Pressure Systems Safety Regulations 2000)

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer’s instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable, in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Reference:

- ☒ Education Department Health and Safety Guidance
- ☒ website Nottingham City council
- ☒ Guidance and Information Sheet no. 19 Provision and Use of Work Equipment Regulations (PUWER) 1998
- ☒ Guidance and Information Sheet no. 20 Lifting Operations and Lifting Equipment Regulations 1998
- ☒ Safe use of Woodworking Machinery HSE L114
- ☒ Health and safety for design and technology in schools – code of practice - BS 4163:2000

### Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site.

One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Reference:

☒ Education Department Health and Safety Guidance

☒ website Nottingham City council

Dovecote Primary & Nursery School January 22 2010 Version

Work related learning / Work experience

The school co-ordinator is Mrs Ruth Guy-Clarke

Work Experience is co-ordinated through Nottingham Education Business Association (NEBA).

Work Related Learning is co-ordinated through The Learning and Skills Council (LSC).

Reference:

☒ DfES, Work experience: A Guide for Secondary School (SPD/WES/01/02[rev])

☒ DfES, Work-related Learning at Key Stage 4 (DfES/O132/2003)

### Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager.

Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager.

Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Reference:

☒ Education Department Health and Safety Guidance

☒ website Nottingham City council

☒ Guidance and Information Sheet