



Highcliffe School

Safeguarding: Health, Safety & Security Policy

This policy needs to be read in conjunction with the Safeguarding (child protection) Policies and Procedures. Together they constitute the overall safeguarding framework at Highcliffe School



HEALTH, SAFETY AND SECURITY AT HIGHCLIFFE SCHOOL

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

It is the policy of the governing body, so far as is reasonably practicable, to

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and Students
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and Students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of Students' duties where appropriate

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Name **Steve Midgley**

Signature  (Chair of Governors)

Date **20.2.2018**



HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least twice a year) to take place, and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information.
- Make arrangements for the implementation of the Authority's accident reporting procedure (adopted as an Academy) and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing staff and Students of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that annual safety inspections are undertaken by a Governor with Health and Safety responsibility but at all times inspect the school whilst within.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Report to the Authority and/or Education and Skills Funding Agency any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. (Note: the governing body will deal with all aspects of maintenance which are under its control)
- Report to the Director of Education/Director Children's Services/EFA or proper officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.
- Ensure that appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.



SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator (the person delegated to assist in the management of health and safety) has the following responsibilities:

Note: this role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters.

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school
- Monitor general advice on safety matters given by the the schools Health and Safety advice service (presently DCC) and other relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and Headteacher.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, Students and visitors on safety matters and make recommendations on the extent to which staff are trained.
- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- To manage the keeping of records of all health and safety activities including management of building fabric, early warning alert system testing, emergency lighting facilities, water testing (legionella) and any other testing required by law.



TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Head of Faculties, Director of Learning, Assistant Director of Learning, Curriculum Leaders, Site Managers, Managers, Technicians and Caretakers have the following responsibilities:

1. Apply the school's Health and Safety Policy to their own curriculum area or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
2. Carry out regular health and safety risk assessments of the activities for which they are responsible. (Curriculum and Non-curricular based)
3. Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work (eg ADT and Physical Education).
4. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher. Any problems to which they cannot achieve a satisfactory solution within the resources available to them shall be brought to the attention of the Headteacher of the school.
5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and escalate findings from inspections where required.
6. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety. This is particular importance in areas such as Art Design Technology, Science and Physical Education.
7. Investigate any accidents that occur within their area of responsibility making sure that the Headteacher and Site Manager are aware of accident immediately.

ALL STAFF

All staff are responsible for health and safety arrangements in relation to staff, Students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- Exercise effective supervision over all those for whom they are responsible.
- Give clear oral and written instructions and warnings to students when necessary.
- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of accident.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements.



- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training.
- Where vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Please see school transport risk assessment.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation from the Headteacher or Site Manager.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with Curriculum requirements for safety education.
- Wear when require the protective clothing and use guards where necessary to follow safe working practice.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places and where safe to do so take any remedial action to reduce dangers to others.
- Report all incidents in line with current incident reporting procedure. See Headteacher's PA.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager, Site Manager and Headteacher of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

Additional notes

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.



STUDENTS

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Note: The Governors and Headteacher will make Students (and, where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school handbook



HEALTH AND SAFETY POLICY PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the schools Site Manager with curriculum specific risk assessments being delegated to Head of Faculties supported by senior colleagues.

Maternity Risk Assessment

Specific Maternity Risk Assessments will be carried out by the Headteacher but the school has a generic risk assessment in place.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Director of Learning and subject teachers using Health and Safety Codes of Practice for Art, Design & Technology, Science, and Expressive Arts following guidance from national bodies and the Department for Education.

Fire

A fire risk assessment will be carried out by the Site Manager in liaison with external guidance/suppliers. This risk assessment will include a fire action plan of improvements which will be monitored by the Headteacher and Governors to put in place the recommendations.

Manual Handling

Manual handling risk assessments will be carried out by the Team Leader who will also make sure that any staff required to handle items will have sufficient training. Bring to the attention of the Site Manager any training regarding manual handling and ladder training to arrange that training is given and subsequently recorded.

Computers and Workstations

Computer and workstation risk assessments will be carried out by the schools ICT Manager using guidance from the Health and Safety executive. Workstation assessments are carried out annually for staff that use computers for the 'main part' of their role – these are completed via our H&S provider Dorset County Council.

Any areas for improvements will be acted upon (such as wrist supports etc).



Hazardous Substances

Within a curriculum area will be identified by the appropriate Director of Learning or the Site Manager where the substances are of general use. If the substance is used by a contracted company the Site Manager will liaise with the contract manager to make sure the substances are used and stored appropriately. COSHH assessments will be carried out for all hazardous substances with these stored with the container.

Violence

Assessment of the risks of violence to staff will be carried out by the Headteacher and Site Manager.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire, Evacuation and Closure procedures are detailed in the Emergency Procedures Policy folder on the school website and in the Fire Safety Policy Statement.

First Aid

First aid boxes are provided at key locations within subject areas that are deemed to have a higher risk of injuries including ADT and Science. The main first aid supplies are held in student support.

A up to date list of first aid trained staff is kept in the Student Support office

In event of needing first aid assistance, either locate the nearest first aider using signage across the building or phone the student support office who will locate the nearest first aider.

Transport to hospital:

If an ambulance is required, call "999".

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher or a member of the senior management will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

All incidents should be reported in line with the Incident Reporting Policy via the Headteacher's PA.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow the fire evacuation procedures. The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The signal for evacuation of the building, should this be necessary, will be the constant ringing of the school fire alarm.



The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building (using the fire alarm). The National Gas Emergency Service (National Grid) can be contacted on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

The following staff has received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness Headteacher, Site Manager and Director of Business & Finance
- Premises Management – Site Manager
- Asbestos – Site Manager
- Fire Safety Risk Assessment – Site Manager via DCC.
- Portable Appliance Testing – 1 x Caretaker, 1 x ADT Technician, 1 x ICT Technician, 1 x Science Technician

The HSE has recommended that for larger premises 3 or 4 staff attend Premises Management training to allow for sickness, holidays etc.

Curriculum/Subject Specific Health and Safety Training

Science:

- CLEAPSS Health and Safety Management – Senior Science Technician
- CLEAPSS Health and Safety – All Science Technicians
- Portable Appliance Testing – 1 x Science Technician

Design & Technology:

- DATA accreditation standards for Design & Technology – ALL ADT Staff
- Level 2 Award in Food Safety – All Food/Catering Teachers/Supervisors

PE:

- Risk Management in PE and School Sport – Curriculum Leader Physical Educations



Outdoor Education:

- Risk Assessment and Planning – Trips and Visits Co-ordinator/Deputy Head

Occupational Risks

- Moving and Handling of Disabled Students - Site Manager, Caretakers and ICT Technicians.
- How to Physically Assist and Support Students with Physical Disabilities - Site Manager, Caretakers and assigned Teaching Assistants
- Manual Handling - all staff required to move items

Site Staff

- Safe Use and Inspection of Ladders and Stepladders - Caretaker, ICT Technicians, ADT Technician, Display Technician
- Monthly water temperature checks (Legionella) - Site Manager and Caretaker

Minibuses

Minibus driver training and D1 (pre 1997 qualified drivers) training will be organised by the Site Manager who will also hold records of the training and staff therefore able to drive the minibus fleet. The Site Manager in conjunction with the School Business Manager, Headteacher and Trip and Visits co-ordinator will identify training needs and number/type of staff that require training to meet the school's needs. Insurance is organised as part of the whole school insurance policy.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. boilers, compressors, lifting equipment, filters, access equipment, cookers etc) will be inspected by appropriate contractors through the Building Management in School scheme which the school subscribes too (Academy Replacement in place with DCC).

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out on a bi-annual basis. Any personal equipment brought in to school must be tested before use in school. Rented equipment must come in to school with records showing acceptable PAT testing had been carried out.

Testing will be carried out by:

- | | |
|----------------------------------|-------------------------|
| • ADT – | Technology Technician |
| • Science Equipment – | Science Technician Team |
| • ICT Equipment – | ICT Technicians |
| • Class/Office/Other Equipment - | Caretakers |

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following statutory requirements and should work with the Site Manager to have this work carried out where external suppliers are required.

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Ladders and Access Equipment

The trained Caretakers/Site Manager will be responsible for inspection and maintenance of ladders and other access equipment. These need to be checked before each use by the user whilst the care takers will undertake a recorded check every six months with this check being recorded along with any action taken out.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Site Manager as part of their lock and unlock routine each day.

Monitoring inspections of individual departments will be carried out by Head of Faculties or nominated staff. Any area they are not confident about should be brought to the attention of the Site Manager.

Performance Monitoring

Performance monitoring of this policy will be carried out by the Resources Committee to the Governing Body and Co-ordinated by the chair of the committee.

COMMUNICATION OF INFORMATION

The Headteacher will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

The Health and Safety Law Poster is displayed in the Covered Way along with the buildings 'Energy Efficiency' rating poster which is located at the front of school.

Health and safety advice for anything a member of staff is unsure about is available from the Site Manager or Headteacher – should they be unable to assist instantly they will seek professional advice.

PREMISES MANAGEMENT

Security and Visitors

All visitors must report to the main school reception where they will be asked to sign the visitors book and wear an identification badge. Any visitor will be briefed by the member of staff that they are visiting on fire and evacuation procedures along with an outline of the procedures being on the back of the identification badge.

Vehicles on Site/Parking

Cars must be parked in designated areas and at all times be at least 5 metres away from the main school building.



Arrangements for Disabled People

The school has a number of designated disabled parking spaces located close to the main school building along with a designated Taxi space for staff/students which require direct access to the main front door. The DaVinci end of the school has a small 'delivery' area that can be used temporarily to allow people of restricted movement/wheelchairs to access this end of the school.

The building has been adapted to allow access to the vast majority of the rooms for those people with restricted movement or in wheelchairs. Any area that is not accessible will only be used/timetabled where the students that require access can gain access – if a student is unable to gain access then the lesson will be re-timetabled in to another location.

BUILDING MAINTENANCE

Asbestos

The asbestos register is held in the school Finance Office and Site Manager's office. The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are notified and precautions are taken. Any changes to the register must be recorded. No work should be carried out in an asbestos area without first seeking professional advice.

Control of Contractors

All contractors must report to main reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be notified of any guidance on fire procedures, local management arrangements and any vehicle movement restrictions that are in place.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. Where contractors being on site may affect curriculum areas the Site Manager will need to speak with the Headteacher or Senior Management to ascertain if the work can continue.

Lettings

Lettings are managed by the Site Manager in liaison with the schools Director of Business and Finance and a copy of the fire and evacuation procedures will be made available to the person/group making use of the school.

The governors and Headteacher will ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard, s/he should take action to make hirers aware of it
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed



- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

Waste Management

The school will operate a contract for waste disposal and recycling. To reduce the possibility/risk of fire the storage area for bins will be away from the school building and no bins are to be moved next to the school building unless supervised and this must only be temporary.

OTHER PROCEDURES

Critical Incident Management

The school acts as a Critical Incident Centre in case of local or national emergencies. This Health and Safety policy will apply in these circumstances unless the senior designated person onsite overrides them due to the emergency.

Managing Medicines

Prescribed medication will be administered to students only where written permission has been granted by a parent/guardian. The schools Medical Officer has been nominated as responsible persons for control and administration of medicines to students. They will also make sure the appropriate storage facilities are in place for such medicines. Please see the control of medicine policy.

Educational Trips and Visits

Educational visits will be organised following guidance from the Department for Education. The Educational Trips and Visits Co-ordinator is the designated Deputy Head and will follow the schools trips and visits policy. The school subscribes and uses the Dorset County Council scheme for trips and visits.

Minibus Safety Testing

The schools Minibus fleet will have their required safety testing carried out using an external agency. These tests will be organised using the vehicle management scheme the scheme subscribes to via Dorset County Council.

REVIEW OF THIS POLICY

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, students, contractors and other visitors.



ADDITIONAL HEALTH AND SAFETY POLICIES AND GUIDANCE

Incident/Accident Reporting

Hazards

A hazard is something that could lead to injury, or affect the health of an individual(s). However, it could also be something which may lead to damage, to equipment for example, though often the two go hand in hand.

If you see a hazard, assess the risk associated with it. If it could result in injury at any moment (e.g. a light fitting about to fall) report it immediately to the Senior Site Manager. If possible, warn others of the danger and/or keep them away from the hazard (but do not place yourself in danger) until help arrives.

Accidents

All accidents must be reported ensuring the Headteacher and Site Manager are aware, however small it may seem. This will ensure a record is made in the Accident Book and provide more information on possible hazards i.e. what started off as a minor injury may become more serious and other staff or Students may be suffering from the same injuries because the underlying cause is going unreported.

Incidents

Incidents should also be reported to the Site Manager. An incident could be an event that nearly lead to an injury, or may at some time result in injury. It could include an unsafe working practice or a safe working procedure that is not being adhered to. All incidents must be reported as soon as possible, because a near miss for one person could be a fatal accident for the next.

More details can be found in the Incident Reporting and Investigation Policy



Health and Safety Team

The schools Health and Safety group is listed below:

Name	Designation	Responsibility
Steve Midgley	Chair of Governors	Health & Safety and Security (HS&S)
Sue Evans	Governor	Safeguarding/Child Protection (CP)
Patrick Earnshaw	Headteacher	H&S,S, CP, Emergency Procedures
Simon Fuller	Director of Business & Finance	Financial Systems & Procedures Contracts & Facilities
Rhys Groves	Site Manager	Minibuses Health & Safety Officer Water Testing, PAT Testing Site Management
Mathew Downs	E Learning Systems Manager	ICT, E Learning, School Information System Data Protection, Signage, CCTV, PAT Testing (delegated)
Nick O'Connor	Deputy Headteacher	Trips, Visits & Activities
Angie Parsons	PA to Headteacher	DBS checking Accident Reporting
Mark Yapp	Deputy Headteacher	Safeguarding/Child Protection DSL, Behaviour, Looked After Children
Paul Evans	Teacher	World Challenge
Joseph Stevens	Teacher	Duke Of Edinburgh
Simon Hallam	Leader, Art Design & Technology	H & S Art, Design & Technology
Simon Hallam	Leader, Expressive Arts	H & S Expressive Arts, Ski Trip
Sue Cullen	Leader, Science	H & S Science
Lorraine Collins	Principal Science Technician	Science, PAT Testing, Chemical Management

In addition to the above, all teaching staff have written post profiles including safeguarding responsibilities. Relevant staff have been trained in child protection, first aid and hold subject specific / related Health & Safety qualifications. A training log is held and updated by the Head Teachers PA.

NON-SMOKING SITE POLICY

Section 2(2) of the Health & Safety at Work, etc. 1974 places a duty on employers to provide a working environment for employees that is: Safe, without risks to health, and adequate as regards to facilities and arrangements for their welfare at work.

This policy aims to guarantee a healthy learning and working environment for all school users by eliminating the risks from passive smoking and promoting non-smoking as a positive adult role model.



The governors take the view that smoking constitutes a fire risk and a hazard to the health of all of its employees, both smokers and non-smokers.

As a result, smoking on the school grounds is not permitted.

1. The Director of Business and Finance and/or Site Manager will inform all potential hirers of school facilities of the policy as a condition of hiring or letting.
2. Any employee who ignores the policy will be treated in accordance with the schools disciplinary procedure.
3. The policy applies to ALL people (including students) visiting or engaged in business on the school premises. If necessary, staff should explain the policy politely but firmly, and make reasonable efforts to ensure that visitors comply with it. Any such conversations should be reported to the Resource Manager who will log the incidents and report it to the Headteacher who will take any appropriate action.
4. The school includes electronic cigarettes/vaporizers within its definition of smoking.

Lone Working

There are occasions when staff may work alone, however if this is to occur the Lone Working policy must be followed and at all times the personal safety of the lone worker is paramount. Please see the schools Lone Working policy for more information.

Manual Handling

Manual Handling refers to the transporting or supporting of loads by hand or by bodily force. Of all injuries reported to the Health and Safety Executive that resulted in three or more days off work, approximately a third are attributed to manual handling activities. Such injuries commonly involve a sprain or strain, often the back.

Sometimes a full recovery is not possible; the result can be physical impairment or even permanent damage.

For some loads, a procedure/method statement will have to be written outlining the methods by which they should be transported etc. Where there is not a procedure, the following list of guidelines should be used:

- Assess the load. Does it look as if it should be simple to handle (e.g. a box of copier paper), or not?
- Should lifting aids be used instead, e.g. hoist, forklift truck, sack truck etc?
- Consider the weight of the load (it may be marked on the load), its size and shape.
- Is the load's mass concentrated at one end and is the mass likely to shift within its container?



- Can two people better handle the load? More than two or three suggest s lifting equipment should be used.
- How easy is it to grip and is the surface likely to cut (sheet metal, wood may have splinters), is the object likely to be very hot or cold? You may need personal protective equipment, e.g. safety shoes, gloves, overalls etc.
- Assess the route if a load is being transported. Is the floor surface free of obstructions, is it level, and is it slippery? Do doors need to be held or wedged open? Is the load's destination prepared, i.e. is it clear etc? Is the route well lit?
- Do you have any health problems that may preclude you from handling such a load? If so, do not risk it.

If you handle loads on a regular basis, you will require training. The Site Manager will arrange this. If you require further information on this subject, please contact the Site Manager.

Violence at Work

Highcliffe School will not tolerate any form of violence or harassment of our staff in the work place. See the 'Violence at Work' policy for more information.

Personal Safety Alarms

Distributed via the Finance Office to staff that work on site during holiday periods either alone or in isolated areas.

Two Way Radios

The school has invested in a number of two way radios. These are located/used by/in the following areas:

Simon Fuller (Finance Office)

Site Manager/Caretakers/IT Support

Front Reception and Student Support Office

Deputy Headteacher's office

FACULTY RISK ASSESSMENTS

Curriculum areas will have their own risk assessments and guidance where appropriate. These are stored in their own subject areas and are made available to all staff for planning lessons or activities.

ADT (Art, Design and Technology), Science and Physical Education also have specific risk assessments/guidance for certain equipment and lessons which is freely available (e.g. guidance on machine operation in ADT rooms)

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.