



HEALTH AND SAFETY POLICY

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1. STATEMENT OF INTENT

The Governors and Headteacher of Bournemouth School have a duty to achieve the highest standards of health and safety within the organisation. It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors and employers, in order to pursue our health and safety policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities both on and off the school premises
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Ensure robust procedures are in place in case of emergencies
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

Signed by Headteacher: _____ Date: _____

Signed by Chair of Governors: _____ Date: _____

2. LEGISLATION, GUIDANCE & STRUCTURE

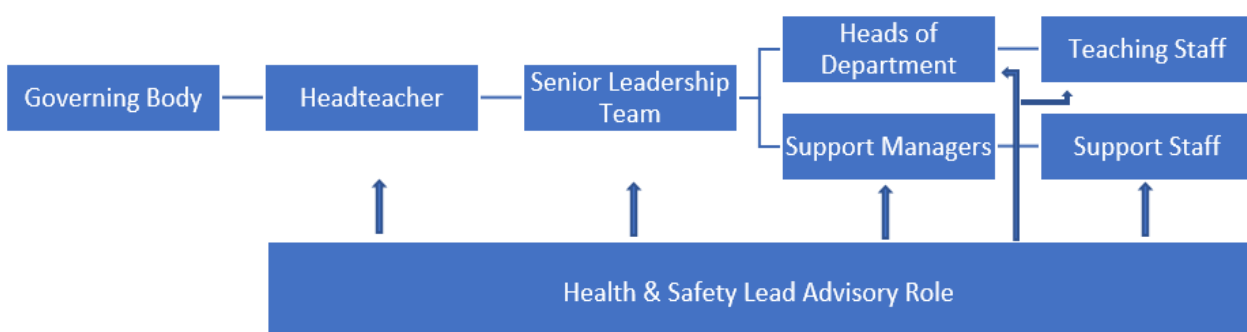
This policy is based on advice from the Department for Education on [health and safety in schools](#), the Health and Safety Executive (HSE) [incident reporting in schools](#), and the following:

- [The Health and Safety at Work etc. Act 1974](#), is the primary piece of legislation covering occupational health which sets out the general duties employers have towards employees and the public and to themselves and to each other
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training for their employees
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to assess risks from hazardous substances and take appropriate precautions and control substances that are hazardous to health
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002](#), which requires employers to review all potential risks to people (employees and others) whose safety may be at risk of fires and explosions caused by dangerous substances in the workplace
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents, events and occupational injuries must be reported to the Health and Safety Executive and sets out the timeframe for this and how long records must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out display screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [The Manual Handling Operations Regulations 1992](#), which requires employers to observe the clear ranking of measures for dealing with risks from manual handling
- [The Road Vehicles \(Construction and Use\) Regulations 1986](#), which requires standards to be met for the maintenance of all vehicles

This policy complies with our funding agreement and articles of association. Existing policies and guidance continue to apply alongside this document, including but not limited to:

- *Child Protection & Safeguarding Policy*
- *Departmental H&S Policies*
- *Premises Management Policy*
- *First Aid Policy*
- *UK Health Security Agency (UKHSA)*
- *Health and Safety Executive (HSE)*
- *Royal Society for the Prevention of Accidents (RoSPA)*

Health and Safety Organisational Structure



3. ROLES AND RESPONSIBILITIES

3.1 Employer Responsibility

The overall responsibility for health and safety at Bournemouth School is held by the governing body who will:

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

3.2 Responsible Manager

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

3.3 Competent Person

The Health and Safety Lead acts as our 'competent person'.

3.4 Health and Safety Lead

The nominated health and safety lead is the Compliance Manager. The on-site health and safety lead will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They will work within their level of competence and seek appropriate guidance and direction from the responsible manager and enforcement agencies as required.

3.5 All Staff (including volunteers)

The responsibility of applying local safety procedures on a day-to-day basis rests with all staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements in accordance with training and instruction
- Maintaining good housekeeping, ensuring their own work area, store rooms and cupboards remain safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person

- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

3.6 Premises Manager and Caretaker

The Premises Manager and caretaker are responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager and the health and safety lead. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the health and safety lead as required.

3.7 Head of Department

The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the responsible manager. They will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.

The health and safety lead will ensure that Head of Department's are provided with adequate safety information and will manage all integral and specific risks relating to the department's functions.

3.8 Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager, and ensure health and safety training is issued to staff. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of one member of the Senior Leadership Team, the health and safety lead, one governor and the appointed health and safety representatives, and will meet once per term.

3.9 Fire Safety Co-ordinator

The health and safety lead is the fire safety co-ordinator and nominated competent person for fire safety on the premises and acts on behalf of the responsible manager. They are to complete the Fire Warden (Education) and Fire Awareness (Education) e-learning courses and refresh this training every three years, they should also complete annual fire safety and practical fire extinguisher training. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager, and/or seek further advice from a specialist fire safety consultant.

3.10 Facilities Management Trained Staff

The business manager is the competent member of staff responsible for the overall management of general premises facilities and acts on behalf of the responsible manager. The Premises Manager is responsible for the local management and completion of day-to-day premises matters and duties, supported by the caretaker. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or health and safety lead as required.

3.11 Health and Safety Representative

The health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will consult and represent staff with regard to their health and safety in the workplace. They are expected to promote a positive health and safety culture throughout the premises and will sit as a member to the Safety Committee.

3.12 Legionella Competent Person

The Premises Manager is the nominated member of staff, supported by the health and safety lead, for Legionella management on the premises and acts on behalf of the responsible manager. Supported by a service level agreement (SLA) 'competent person' they provide the necessary competence to enable Legionella to be managed safely. The Premises Manager is to complete the Legionella e-learning course every three years and all training records are to be retained.

The Premises Manager will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the SLA directives and legal requirements. They will advise the health and safety lead of any condition or situation relating to Legionella which may affect the safety of any premise's user. They will work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the health and safety lead and/or the SLA competent person as required.

3.13 Asbestos Nominated Responsible Person

The Premises Manager is the nominated responsible person, supported by the health and safety lead, for asbestos on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable asbestos to be managed safely in accordance with legislation.

The asbestos nominated responsible person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register, act in compliance with the asbestos management plan, and that asbestos is managed in accordance with legal requirements. They will advise the responsible manager and/or the health and safety lead of any condition or situation relating to asbestos which may affect the safety of any premise's users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or external consultants as required.

3.14 Accident Investigator

The health and safety lead is the nominated trained member of staff for accident investigation.

3.15 COSHH & DSEAR Assessor

The COSHH & DSEAR assessors acting on behalf of the responsible manager are the Premises Manager, the Head of science, the lead science technician, the Head of art, design and technology (ADT), the ADT technician, and the catering manager. The health and safety lead will oversee all COSHH assessments. They are to complete COSHH & DSEAR e-learning and refresh every three years. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or health and safety lead as required to ensure compliance with both COSHH and DSEAR legislative requirements.

3.16 Educational Visits Coordinator (EVC)

The Compliance Manager is the nominated member of staff responsible to coordinate visits and events. EVC training is to be completed and refreshed every three years.

3.17 Risk Assessor

The health and safety lead is the nominated member of staff trained to lead on risk assessment requirements and acts on behalf of the responsible manager to ensure hazards are identified and

necessary controls are put in place to protect staff, students and visitors from harm. Risk assessor training is to be completed and refreshed every three years.

4. ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Bournemouth School and are to be used alongside other current school procedures and policies, and in conjunction with HSE guidance and approved codes of practice.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

4.1 Accident, Incident & Near Miss Reporting and Investigation

The procedures for management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with legal requirement.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children will be reported via completion of an accident form and passed to the health and safety lead who will investigate as necessary.

The more serious accidents, incidents or dangerous occurrences that are notifiable to the Health and Safety Executive (HSE) will be notified by the health and safety lead.

The responsible manager will ensure that the governing body and senior leadership team are appropriately informed of all incidents of a serious nature.

All accident, incident and near miss reports will be monitored by the health and safety lead for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

4.2 Asbestos Management

Asbestos management on site is controlled by the nominated responsible person. The asbestos register is kept in the Premises Manager's office. The Premises Manager and/or caretaker will ensure it is shown to all contractors who may need to carry out work on site and ensure contractors sign the register as evidence of sighting prior to being permitted to commence any work on site.

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

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager role and/or the asbestos nominated responsible person who will immediately act to effectively cordon and contain the affected area, and contact the preferred 'Asbestos Specialists' for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the asbestos nominated responsible person, the responsible manager and/or the health and safety lead.

4.3 Contractors on Site

Where contractors may be required, appropriate safe selection procedures are to be used to ascertain eligibility and competence prior to engaging their services. The 'Safe Selection of

Contractors Checklist' is to be used to determine the competence of contractors who will be required to submit adequate risk assessments, safe systems of work and adequate insurances to demonstrate their safe working practices for specific work being undertaken.

During school hours, all contractors must sign in at the main Reception. Contractors that are not DBS registered must wear a red visitor's ID badge and lanyard and be collected from Reception and escorted to the Premises Manager's office, they must be escorted at all times during school hours. DBS registered contractors attending site during school hours are required to wear a yellow visitor's ID badge and lanyard – these contractors do not require escorting across the site on the strict condition they are familiar with the school site layout and safety procedures for fire and emergencies, and first aid requirements.

Contractors attending site out of school hours must sign the visitor's book at West Doors and report to the premises office where they will be met by the premise's manager and/or caretaker. All contractors must be issued with the 'Contractor Induction Brief' that includes all relevant details of fire safety procedures and local safety arrangements. All contractors will be asked to review and sign the asbestos register prior to commencing works, as necessary upon each visit.

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the premises. Any concerns for a contractor's act or omission that may affect anyone's health and safety must be reported to the Premises Manager and/or the health and safety lead without delay.

4.4 Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, and Art, as issued by CLEAPSS, and other leading bodies. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

4.5 Display Screen Equipment (DSE)

All users using DSE continuously for an hour or more as part of their normal work must carry out periodic workstation assessments using the Workstation Assessment Form and undertake e-learning every three years. Workstation assessments may be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

4.6 Electrical Equipment

The Premises Manager will ensure that:

- Only authorised and trained competent persons are permitted to install or repair electrical equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- One adaptor plug per double socket only is permitted
- Equipment is not to be used if found to be defective in any way and is to be reported and immediately taken out of use until repaired
- The condition for portable electrical equipment (will generally have a lead (cable) and a plug) will be checked by the user prior to use
- Class 1 earthed portable equipment will be formally visually inspected by a trained competent person at suggested intervals of six months to four years depending on the type of equipment the cable is connected to
- Portable Appliance Testing (PAT): the suggested interval for combined visual and testing by a trained competent person will be one to five years depending on the type of equipment the leads (cables) are connected to
- Private electrical equipment is not to be brought onto the premises

- New equipment must be added to future PAT testing schedules as required

Any defective or suspected defective equipment, systems, fittings etc. must be removed from use immediately and reported to the Head of Department and attended to as soon as possible.

4.7 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

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

Personal Emergency Evacuation Plans (PEEP's) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

4.8 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the trained competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager role will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety training; Fire Awareness in Education e-learning course upon induction then every three years and the Bournemouth School Fire Safety e-learning annually
- Fire marshals complete practical fire extinguisher training annually
- Emergency exits and fire doors are not obstructed in any way
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire call points and fire exits. They should also know the location of the assembly point in the event of fire alarm sounding
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked '*flammable*'
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the school's fire safety manual
- The fire risk assessment is completed by an external competent contractor and reviewed annually by the fire safety co-ordinator with requirements identified assigned to the premise's manager. It is amended as new hazards or required amendments are identified

4.9 First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are displayed in the staff room, HUB and listed in the first aid policy.

The first aid needs assessment is reviewed annually to detail the number of first aid staff required, and locations of first aid kits.

First aid is to be administered by first aid trained staff with in-date training certification, operating within the parameters of their training.

4.10 General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, air conditioning and heating units, PE equipment) will be inspected by an appropriate competent person or external contractors as provided by the SLA contractor.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Head of Department and Premises Manager and immediately taken out of use until repairs are completed.

4.11 Glazing

Glazing on site has been surveyed by an external competent surveyor and a risk assessment arranged to ensure there is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and student base within the school. The survey and assessment are kept electronically and are reviewed annually, or when there are changes to the premises.

4.12 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Supplies are stored safely in their correct locations e.g. COSHH substances
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported to the Head of Department

4.13 Hazardous Substances (COSHH – Control of substances hazardous to health, &, DSEAR – Dangerous Substances and Explosive Atmospheres Regulations)

A COSHH risk assessment must be undertaken by a trained COSHH assessor for all hazardous substances, and the product approved for safe use on site by the responsible manager. COSHH substances with carcinogenic risks are not permitted. Staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH risk assessment completed for that hazardous substance, supported by the safety data sheet. Staff must never attempt to use a hazardous substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH risk assessment and supporting safety data sheet. Departmental COSHH risk assessments supported by the safety data sheet will be reviewed annually by the health and safety lead. For the science department CLEAPSS will manage additionally the safe use, handling, storage and transport of organic and inorganic chemicals.

All hazardous substances are to be kept in original containers with product labels and stored in secure and signed storage when not in use. COSHH and DSEAR articles and substances in storage areas must be locked when not in use.

Staff must ensure that adequate precautions are taken to ensure workplace safety by preventing or limiting the harmful effects of fires, explosions and similar energy-releasing events in compliance with DSEAR requirements. Dangerous substances that may cause risk of fire, explosion and corrosion of metal are to be managed in accordance with DSEAR.

4.14 Infection prevention and control

We follow national guidance published by the UK Health Security Agency (formerly Public Health England) when responding to infection control issues. We encourage staff and students to follow good hygiene practice.

4.15 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded on the premises online helpdesk accessed via the school website.

Routine documented inspections of the premises will be carried out in accordance with the health and safety management system schedule.

Any identified high-level risks or safety management concerns are to be reported to the health and safety lead immediately.

4.16 Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is regulated by the Food Standards Agency. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, and food preparation areas are managed within the risk assessment for these areas.

4.17 Legionella Management

Legionella management on site is arranged by the SLA competent person and supported by the Legionella nominated member of staff. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

4.18 Lone Working

Lone or isolated working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). Potentially dangerous activities, such as those where there is a risk of falling from height, using hazardous equipment/tools (i.e. hedge trimmers) must not be undertaken when working alone. If there are any doubts about the task to be performed then the task must be postponed until other staff members are available. The lone worker must ensure that they are medically fit to work alone.

Departmental roles may have different responsibilities, lone workers must be competent to deal with the requirements of their job, be able to understand any risks in their job and be able to control them.

When lone working is undertaken it must only take place following prior approval from the appropriate Senior Leadership Team (SLT) line manager. A buddy system should be in operation for any lone worker attending site out of normal school opening hours.

Lone workers are those who work by themselves without close or direct supervision. Lone working may include:

- Late working
- Weekend working
- Premises Manager duties
- Security-call outs
- Site cleaning duties
- Working in a single occupancy office

4.19 Minibuses

The school minibuses are constructed to carry more than eight but not more than 16 passengers, in addition to the driver. They do not exceed the maximum length of 8 metres or exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included, however, the additional weight is only for the specialised equipment).

The maximum number of students that may be carried is 16, this assumes that the driver is unaccompanied.

Minibus drivers who passed their car driving test after 1st January 1997 are restricted to drive minibuses which weigh no more than 3.5 tonnes gross vehicle weight.

The Premises Manager is responsible for managing the safe maintenance of school minibuses. Arrangements for each vehicle include:

- Minibus log sheet, insurance details and breakdown information is kept updated (held with school contact details, pen and paper in respective minibus folders in reception)
- Vehicles are serviced, taxed, insured and have an MOT test annually
- Vehicles fuel tanks are kept filled
- Doors, mirrors, tyres, lights, brake lights, indicators, windscreen wipers, washers, oil, water, windscreen wash, brake fluid are checked regularly (pending usage)
- Vehicles are cleaned on a regular basis
- Section 19 permits are displayed
- Seat belt signage is in place
- Speed limiter signage is in place
- Life hammer with webbing cutter is present and visible
- Emergency grab pack (hi-visibility coats x2, emergency warning triangle/flashing beacon and a working torch)
- Fully stocked first aid kit (stock controlled by First Aid Lead)
- Fire extinguisher is present and checked
- Roof racks and trailers are not permitted

The Compliance Manager is responsible to carry out the required vetting and annual DVLA checks and arranges MiDAS (Minibus Driver Awareness Scheme) training and assessments every four years for each minibus driver. A list of authorised driver details, copies of driving licences, training forms and any applicable medical notifications will be kept strictly confidential.

It is required all minibus drivers, irrespective of their driving licence status, to complete a Minibus Driving Awareness Scheme (MIDAS), or equivalent, training course if driving a minibus. All drivers are required to be between the ages of 21-65. The age may be extended to 65-70 subject to passing a MIDAS Test and in consultation with the insurance provider (If 70 or over a special application which involves meeting higher medical standards is needed). All drivers must hold a full UK driving licence category B or D or D1. The driving licence must have been held for a minimum of 2 yrs. All drivers must hold a valid MIDAS certificate which must be renewed at least every 4 years or more frequently if aged 65-70 or if there has been an adverse event e.g. accident. Drivers with penalty points on their licence must seek recorded approval from the senior leadership team before undertaking any journeys. Bournemouth School insists on no more than 3 points to become and remain an approved driver. Advice must be sought from the insurance provider in this case. Any driving penalties and or fines whilst using the vehicles will be assigned to the driver as applicable.

If you are required to drive a vehicle or operate machinery as part of your duties and you develop a medical condition during the course of your employment that could affect your ability to safely undertake your duties, you are required to disclose this to the health and safety lead immediately in

order that risk can be assessed and reasonable adjustments can be considered. Failure to declare such a change in circumstances may be considered a disciplinary matter.

The driver of the minibus is responsible for the safe operation of the vehicle and all passengers when in use. These responsibilities include:

- Drivers must book out the minibus request at reception
- Drivers must ensure a full risk assessment has been completed for the use of the vehicle and for all passengers to be carried (e.g. within an educational trip risk assessment)
- Drivers must ensure the vehicle is not overladen. The Gross Vehicle Weight (specified in the vehicle handbook) must not be exceeded by the combined weight of passengers, luggage and equipment
- Drivers must ensure they are fit and well and not affected by medicines to drive the vehicle
- Drivers must ensure they are legally permitted to drive the vehicle (hold a current driving licence and MIDAS certificate)
- Drivers must abide by The Highway Code at all times
- Drivers should never drink and drive and be aware that alcohol can remain in the body for up to 24 hours
- Drivers should never drive after taking illegal drugs, or if under the influence of prescribed drugs
- Drivers should plan the journey so it may be completed safely and comfortably in accordance with passengers' needs
- Drivers are to conduct a pre-drive safety check both exterior and interior before journey and complete log sheet records for that journey (log sheets stored with keys in relevant minibus file in reception)
- Drivers are to check the brakes before the passengers' board
- With the engine running, drivers are to check the handbrake is working properly and that the brake pedal is firm when pressed and are to conduct a moving brake test
- Drivers are to report any faults that may affect the vehicle's or passengers' safety (the vehicle is not to be used until faults are remedied)
- Drivers must be familiar with the procedures in the event of breakdown or accident, or significant delay, including the details of recovery companies (any accident, near miss, or incident must be reported to the Compliance Manager upon return to school. An emergency incident must be reported immediately to the school during school hours or SLT member out of hours)
- Drivers should never use a mobile phone, or do anything else that might distract them while driving
- Drivers should ensure they are well rested before driving and take rest breaks on long journeys (rest breaks must not be taken on the hard shoulder, long journeys should be avoided after a full day's work)
- A second driver must be provided on journeys exceeding 100 miles (50 miles radius)
- Seat belts (three points, lap and diagonal) are provided. Drivers and all passengers must wear their seat belt at all times whilst in the vehicle. Drivers to make an official announcement to remind all passengers to wear seatbelts.
- Luggage and equipment must be securely stored and evenly distributed ensuring access to gangways and doors are not obstructed.
- Driver is to ensure the minibus is returned clean and tidy

When a driver is driving under a Section 19 Permit the driver's hour's rules do not apply, (unless the driver is employed mainly as a driver). No tachograph is fitted to either minibus. Should the school minibuses be taken abroad the Section 19 Permit is not applicable, a tachograph must be fitted and used throughout the journey observing EC drivers' hours regulations.

The minibuses are to be insured with Comprehensive cover – cover is for loss or damage caused by accidental damage, fire, theft and third-party liability cover. Minibus drivers will be covered for any one claim or claim arising out of one incident following:

- Property damage up to £5,000,000
- Property damage costs/expenses up to £5,000,000
- Legal costs up to £35,000
- Prosecutions against Health & Safety up to £1,000,000
- Loss of or damage to the vehicle (value as per the schedule)
- Loss of keys and replacing locks (value as per the schedule)

Minibus drivers are insured to drive in the UK and countries of the European Union (full details available as per the schedule).

Minibus Speed limits:

- The school minibuses are governed by lower national speed limits. Where a speed limit is signed in numbers (e.g. 30 miles per hour [mph]) this limit applies. Where a national speed limit is signed the following applies:
 - Single carriageway - 50 mph
 - Dual carriageway - 60 mph
 - Motorway - 70 mph
- The school minibus is fitted with a speed limiter set at 63 mph. This is displayed in the drivers cab and on the rear door for other road users to see.
- Speed limited minibuses are not permitted in the outside lane of a 3 or more lane motorway.

4.20 Moving and Handling

A Manual Handling operation is defined as the 'transporting or supporting a load' and includes lifting, putting down, pushing, pulling or carrying or moving loads by hand or bodily force. A 'load' is defined as an object, person or animal.

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have completed the moving and handling training and have been provided with assistance and/or mechanical aids in order to work safely. All staff must complete the manual handling e-learning course upon induction, then every two years thereafter.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements, assistance and mechanical aids can be accurately determined to ensure that the task is carried out safely. Staff are required to make use of safe systems of work and use equipment, machinery and aids in accordance with training and instructions.

For moving and handling students please see 'searching and restraining students' in the Behaviour Policy.

It is staff responsibility to report any medical condition to their line manager e.g. musco-skeletal issues affecting back, joints and limbs historic and current, recent surgery, or any other condition they may feel will impact their ability to undertake moving and handling.

Any incidents of injury from moving and handling must be reported promptly to the health and safety lead.

4.21 Off-site Activities

Arrangements regarding off-site activities are managed by the educational visits coordinator and in accordance with the Outdoor Education Advisers' Panel National Guidance.

4.22 Provision of Information

The health and safety lead will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These

systems are managed by distributing information at staff meetings, by email, e-learning, signature-based receipt of information and MS Form declarations.

Local health and safety advice is available from the health and safety lead. Specialist advice will be sought by the health and safety lead as required.

The 'Health and Safety Law' poster is displayed in the main corridor adjacent to the Finance Office.

The staff governor health and safety representative contact details are displayed in the staff room on the H&S notice board.

The minutes from the Safety Committee meetings are displayed termly on the staff H&S notice board.

4.23 Risk Assessment

General risk assessment management will be co-ordinated by the nominated risk assessor in accordance with guidance contained in the IOSH Managing Safely guidance.

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

Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. Risk assessment e-learning will be given to staff required to undertake specific risk assessments. The trained risk assessor on site will oversee the correct completion of risk assessments as appropriate.

All risk assessments and associated control measures are to be approved by the responsible manager role or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Assessment Register and reviewed annually in accordance with each risk assessment's review date or sooner should an incident occur, or due to a change in legislation requiring controls to be reviewed.

4.24 Site Security

The Premises Manager and/or caretaker are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The senior leadership, Premises Manager and caretaker are key holders and will respond to an emergency.

4.25 Smoking

For the purposes of this policy smoking includes e-cigarettes/vaporizers. Smoking is not permitted on the school site.

4.26 Stress and Wellbeing

Bournemouth School is committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue. We acknowledge the importance of identifying and reducing workplace stressors.

Stress is defined as *'the adverse reaction people have to excessive pressure or other types of demand placed on them'*, (HSE work related stress). This definition supports an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health and wellbeing.

Systems are in place within the school for responding to individual concerns. Workplace stressors, are recognised through risk assessment, workload monitoring and wellbeing surveys.

Staff are provided with stress awareness e-learning, provision of training to discharge duties, provision of meaningful developmental opportunities, and the provision of health and wellbeing information displayed in the staff room to eliminate stress or control the risks from stress.

Stress awareness e-learning is assigned to staff and renewed every two years.

4.27 Traffic and Pedestrian Plan

Traffic management on site is in place, with appropriate signage to ensure the safety of all students, staff and visitors.

Vehicles are prohibited from moving in the car parks between 8.00-8.30 in the morning and 3.20-3.50 in the afternoon. There is no vehicular access to the rear of the site.

Staff wishing to access the site before 8.00am must do so using the Main Entrance using their swipe card to gain entry through the inner door.

Student access to the site is restricted. Students arriving before 8.00am must enter Le Bistro via the Upper Terrace gate entrance. Students arriving between 8-8.15am will access the site using West and East entrances. Students arriving after 8.15am must use the Main entrance. All entrances are signed have clear and unobstructed pathways.

Staff and students riding bicycles to school must dismount prior to entering onto the site and use assigned pathways through to the allocated bicycle storage areas. Electric scooters and bicycles are not permitted on site.

During the school day, pedestrians accessing and returning from the sports centre facilities and school fields will use the secure gated access route at the back of the technology block. During high winds/inclement weather pedestrians must use the path on East Way and not the route through the copse. At such times this route will be supervised by staff appropriately.

Persons participating in an after school activity may use the route through the copse to join the activity, but once it has finished must use the path on East Way to access the site via the Main entrance.

During times of school evacuation to the main assembly point at the sports centre, all persons will leave the site and use the path on East Way, the route to and from the assembly point will be supervised by the senior leadership team and other staff members.

4.28 Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the staff training matrix.

Staff and volunteers are provided with appropriate information, instruction and training regarding their safety at work. A training needs analysis determined by role will be carried out from which a comprehensive health and safety training plan is managed using a training matrix.

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

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

- Appropriate annual e-learning courses to meet statutory and mandatory training requirements

Training records are held on a contracted e-learning platform. The Compliance Manager is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

4.29 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Bournemouth School. This applies to violence from students, visitors or other staff.

Staff must report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/responsible manager immediately, all reporting is completely confidential. All incidents will be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incidents must be recorded by the health and safety lead.

4.30 Visitors

All visitors must initially report to the main reception where they will be provided with the key safeguarding, health and safety, and fire safety information, to enable them to act appropriately and safely in the event of an incident or disclosure.

Visitors to the premises will be provided with a visitor's badge when signing in which should be worn at all times. Visitors must be accompanied by a member of staff at all times.

4.31 Vulnerable Persons

Where there are vulnerable persons (young, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

A risk assessment will be carried out whenever a staff member or student notifies the school they are pregnant.

4.32 Working at Height

Working at height should only be undertaken if it cannot be replaced with use of equipment or technology.

At Bournemouth School, general working at height will also be undertaken in accordance with the on-site generic work at height risk assessment which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment and safe system of work for that task.

The competent person(s) for working at height on the premises who has completed the Working at Height e-learning will refresh this learning every two years, and the Ladder Safety e-learning course will refresh this training three years, is the Premises Manager and caretaker. They are authorised to:

- Use steps, stepladders, leaning ladders and mini-tower scaffold in accordance with their training
- Arrange stepladder and steps training to staff
- Carry out periodic inspections of all on-site steps, stepladders, ladders, and mini-tower scaffold
- Remove height access equipment from use if defective or considered inappropriate for use

The competent person(s) for working at height and all other staff are not permitted to use any other height access equipment for working at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Bournemouth School staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access and emergency arrangements which will be identified in a safe system of work.

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

- The work at height can not be avoided
- Where work at height cannot be avoided it must be supported by a risk assessment and a safe system of work
- Any work at height is to be properly planned, supervised and carried out by the competent person
- Access equipment selected for working at height must be selected by the competent person and only used as specified in the risk assessment
- The competent person(s) intending to work at height must be appropriately trained to use the specified access equipment
- Staff other than the competent person(s) may only use step stools and stepladders under the supervision of the competent person. They must have received local steps and stepladder instructional training and e-learning prior to using this type of access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is not permitted for any work at height
- Any safety concerns about a working at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment



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1.1	10/11/2020	L Domenev J Wheatley	Total rewrite and addition of version control.
1.2	14/10/2021	C Lea	Document layout changed
1.3	8/11/2021	J Wheatley	Added requirement to inform employer if medical condition changes during employment.
1.4	22.09.2022	L Domenev	<p>Section 1 Statement of Intent updated to include emergency procedures</p> <p>Section 2 Legislation definitions edited. First Aid Policy referencing added</p> <p>3.13 Nominated responsible person updated 4.1 Responsible manager role added 4.5 DSE renewal period updated 4.15 Health and Safety Lead role added 4.18 Lone worker updated 4.19 Minibus section updated 4.20 Manual Handling section updated 4.22 Provision of Information section updated 4.26 Stress definition (HSE) added 4.27 Traffic and Pedestrian Plan section updated 4.32 Working at Height updated</p>
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Approvals

Date of FGB Approval	Approving Committee
08/12/2020	Resources
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The latest version of this policy may be accessed through our website: Yes / No