

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



HEALTH AND SAFETY POLICY

Policy adopted by the Trustees: **June 2025**

Policy was reviewed in: **April 26**

Policy is due for review in: **April 27**

Policy written by: **KJ**



Newport Girls' High School Health and Safety Policy

PURPOSE

This policy is intended to give help and guidance on how the responsibilities as laid down in the Health and Safety at Work etc. Act 1974, and the subordinate Regulations should be discharged. The prevention of accidents at work and the provision of satisfactory working conditions is an essential part of the School's overall activities and the Headteacher asks all employees to accept their responsibilities and by doing so, make a vital contribution towards making the School a safe place to work.

The information contained in this policy is not intended to be exhaustive and does not, therefore, replace or diminish any of the legal requirements laid down either in the Health and Safety at Work etc. Act 1974, or any of the relevant Regulations or Codes of Practice.

If you are in doubt about any specific requirements or procedure, you must consult the Headteacher, Health and Safety Officer or your line manager.

This policy is set out in three sections

1. Policy statement
2. Organisation and responsibilities
3. Arrangements

SCOPE

All employees and sub-contractors are expected to co-operate with the school in carrying out this policy and must ensure that their own work is conducted in accordance with any training and information that has been provided regarding health and safety.

SECTION I

POLICY STATEMENT

Newport Girls' High School accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy working environment for all its employees, students, visitors, contractors and other persons who may be affected by its activities.

It is Newport Girls' High School's intention that its work will be carried out in accordance with the relevant statutory provisions and that all of its activities will be conducted with regard to the individual health, safety and welfare of all students, employees and non-employees.

The Trustees and Headteacher will take all reasonable steps to ensure that this Health and Safety Policy is implemented and, that guidance documents are followed and monitored throughout the school and at any other external venues used.

The school is committed to ensuring a high standard of health, safety and welfare by ensuring the following:

- The control of health and safety risks arising from school activities
- Maintenance of a healthy and safe working environment with safe means of access and egress
- Safe working practices
- Provision and maintenance of safe plant and equipment
- Arrangements to ensure that no person is adversely affected by any article, substance, equipment or machinery used.
- The consultation with staff on matters affecting health and safety
- Provision and dissemination of health and safety information
- Provision of instruction and supervision of staff and tutors
- Ensuring staff are competent to carry out tasks safely
- Provision of health and safety training
- Adequate Welfare facilities
- Procedures for Emergencies
- Monitoring and review of health and safety standards / accident statistics
- Encouragement for staff to participate in the promotion of health and safety standards in the school
- Access to competent advice with reference to health and safety matters

All employees and sub-contractors are expected to co-operate with the school in carrying out this policy and must ensure that their own work is conducted in accordance with any training and information that has been provided regarding health and safety.

Persons with specific responsibilities for health and safety are set out in Part 2 of this policy and the arrangements implemented to meet the above requirements are detailed in Part 3.

The Headteacher has particular responsibility for health, safety and welfare and in the event of any difficulty arising in the implementation of this policy, the Headteacher should be informed.

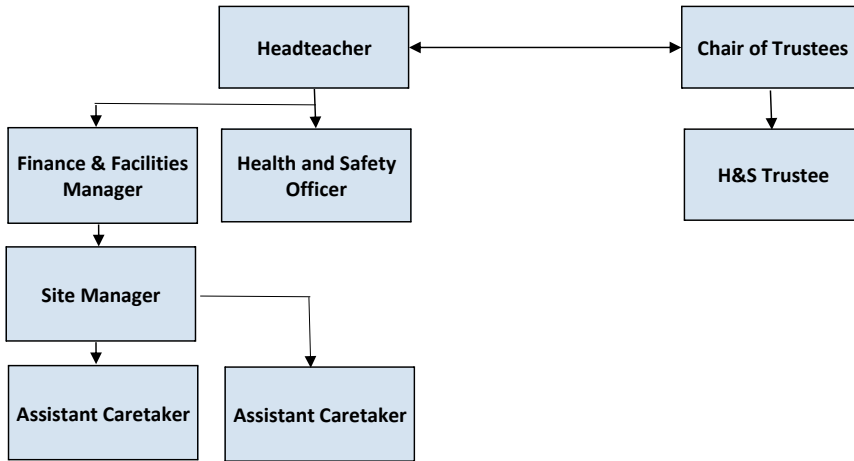
Signed (Headteacher):.....

Print name:.....

Date:.....

SECTION 2

Organisation



In addition to the above NGHS will seek expert health and safety advice from a suitably qualified Health and Safety Consultant. The role of the Health and Safety Consultant is performed by The Health & Safety Service Ltd, who are directly responsible to the Headteacher for all matters relating to health and safety at the school. The Health & Safety Service's Consultant will visit the school as and when required to provide advice on all matters relating to health, safety and welfare. Telephone and email advice is also available as required.

The services of the Health and Safety Consultant are available at all times, their contact details are as follows:

The Health & Safety Service Ltd
Suite 5
Maple House
Queensway Business Park
Telford
TF1 7UL
Tel: 0845 163 4444
Mob: 07710 303608
Email: info@thehss.co.uk

Responsibilities

Trustees

The School Trustees will:

- Seek assurance that systems and processes are in place to ensure compliance with all health and safety legislation;
- Appoint a Trustee to act as the Trustees' contact point for all matters relating to the school's health and safety policy;
- Ensure that competent health and safety advice is obtained to support the school management;
- Have in place a Health and Safety Policy for the school that complies with legislation and monitor the operation of the policy and procedures;
- Be responsible for developing procedures and allocating resources to ensure the effective management of health and safety;
- Ensure that health and safety is an integral part of management practices;
- Monitor management practices and ensure that appropriate action is taken each year to address any shortcomings in any aspect concerning health and safety;
- Contribute as appropriate to consultation on health and safety issues.

Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, visitors and any other person using the premises or engaged in activities supported by the school and will take all reasonably practicable steps to achieve this end.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. In particular, the Headteacher will be responsible for:

- Ensuring that a school Health and Safety Policy is produced for approval by the Trustees and is reviewed on a regular basis;
- Implementing the requirements of the school's Health and Safety Policy and monitoring its effectiveness;
- Ensuring that competent health and safety advice is obtained to support the school management;
- Ensuring that employees fully understand the school's Health and Safety Policy to enable them to comply with their responsibilities;
- Ensuring that any health and safety duties delegated to an individual are clearly defined and that the designated person is competent to carry them out;
- Monitoring the effectiveness of the health and safety structure within school and ensuring all responsibilities are being met;
- Ensuring that appropriate training is provided as necessary.

Health and Safety Officer

As well as the general duties of all members of staff, the Health and Safety Officer will:

- Assist the Headteacher with the effective implementation of the Health and Safety Policy across the school;
- Co-ordinate and manage the annual health and safety audit;
- Liaise with the school's Health and Safety Consultant as appropriate;
- Take prompt action to control risks that are brought to their attention;
- Ensure that the Headteacher is notified of any health and safety concerns, accidents, incidents as appropriate;
- Collate accident and incident information and ensure any accidents/incidents are reported in accordance with RIDDOR and the school's Accident/Incident Policy;

Finance and Facilities Manager

As well as the general duties of all members of staff, the Finance and Facilities Manager will:

- Oversee the general workplace monitoring inspections and checks;
- Liaise with the school's Health and Safety Consultant as appropriate;
- Make provision for the inspection and maintenance of work equipment throughout the school;

- Manage the keeping of records for all health and safety matters;
- Take prompt action to control risks that are brought to their attention;
- Ensure that the Headteacher is notified of any health and safety concerns, accidents, incidents as appropriate;
- In consultation with the Headteacher, set timescales/ensure work is carried out to meet the requirements of health and safety legislation;
- Undertake other duties as designated by the Headteacher and supplementary policies.

Site Manager

As well as the general duties of all members of staff, the Site Manager will:

- Co-ordinate and manage the general workplace monitoring inspections and checks;
- Liaise with the school's Health and Safety Consultant as appropriate;
- Undertaking regular site checks to ensure safety and security are maintained.
- Arrange and record the inspection and maintenance of work equipment throughout the school;
- Ensure work on site is completed to a satisfactory standard and does not compromise
- Take prompt action to control risks that are brought to their attention;
- Ensuring hazardous substances are managed in line with product safety data sheets and COSHH assessments as necessary;
- Ensure that the Headteacher is notified of any health and safety concerns, accidents, incidents as appropriate;
- Ensure the Asbestos Management Plan is kept up to date;
- Ensure contractors adhere to the Permit to Work system;
- Completing risk assessments as necessary;
- Undertake other duties as designated by the Headteacher and supplementary policies.

Caretaker/Assistant Caretaker

As well as the general duties of all members of staff, the Caretaker/Assistant Caretaker will:

- Liaise with the Finance and Facilities Manager to ensure all workplace inspections and checks are completed and remedial action is completed promptly;
- Ensure that the Health and Safety Officer or Finance and Facilities Manager is notified of any health and safety concerns, accidents, incidents as appropriate;
- Undertake other duties as designated by the Headteacher and supplementary policies.

Supervisory Staff

As well as the general duties of all members of staff, Supervisory Staff (this includes Senior Leaders, Extended Leadership Team, Heads of Year, Heads of Department) will:

- Assist the Headteacher with the effective implementation of the Health and Safety Policy across the school;
- Ensure that staff, students and others under their jurisdiction are instructed in safe working practices;
- Ensure that new employees receive a health and safety induction;
- Ensure that all operations under their control are carried out in accordance with the school Health and Safety Policy, any supplementary policies and applicable legislation;
- Ensure all undertakings are properly planned and organised to enable efficient and safe management of the school's work practices;
- Report any health and safety concerns immediately to the Health and Safety Officer or Finance and Facilities Manager;
- Undertake other duties as designated by the Headteacher and supplementary policies.

Teachers and Cover Teachers

As well as the general duties of all members of staff, Class Teachers will:

- Effectively supervise students and ensure that they are aware of the procedures in respect of fire, first aid and other emergencies, and carry them out;
- Follow particular health and safety measures relevant to their own areas as laid down in relevant legislation/codes of practice e.g. CLEAPPS;
- Require the use of protective clothing and guards where necessary.

- Undertake other duties as designated by the Headteacher and supplementary policies.

All Employees

All employees are expected to:

- Act, in the course of their employment, with due care for the health, safety and welfare of themselves, other employees, students and all other persons;
- Observe all instructions on health and safety issued by the school;
- Report immediately, or as soon as practicable, to the Health and Safety Officer or Finance and Facilities Manager, any health and safety concerns, accidents or incidents;
- Cooperate with management in investigating accidents or incidents.
- Ensure any hazardous materials are stored and used in line with the Control of Substances Hazardous to Health (COSHH) guidelines. Ensure data sheets are available for any such substances;
- Consult with the Headteacher or Health and Safety Officer if in any doubt about any matter relating to health and safety;
- Exercise good standards of housekeeping and cleanliness;
- Consider the health and safety implications of any purchase of equipment or authorisation of work prior to any such work or purchase being completed.
- Know and apply the procedures in respect of fire, first aid and other emergencies;
- Familiarise themselves with any supplementary health and safety policies;
- Set a personal example.

SECTION 3

Arrangements

Arrangements for the following areas of health and safety are set out below:

1. Accident/Incident recording and reporting	17. Manual Handling
2. Asbestos	18. Lifting Equipment
3. Computers	19. Medical Needs
4. Construction (Design & Management)	20. New and Expectant Mothers
5. Consultation/Employee Involvement	21. Noise
6. Contractors/Permit to Work	22. Risk Assessment
7. Electrical Safety	23. Safeguarding
8. Emergency Evacuation	24. School Trips
9. Employee Welfare	25. Transport
10. E-Safety	26. Visitors
11. Fire	27. Water Assessment
12. First Aid	28. Wellbeing
13. Hazardous Substances	29. Stress
14. Signs and Warnings	30. Work at Height
15. Infectious Diseases	31. Work Equipment
16. Lone Working	32. Young Persons

1. ACCIDENT/INCIDENT RECORDING AND REPORTING

The school has a separate '**Accident/Incident Reporting, Recording and Investigating Policy**'. This policy details the correct procedures for recording and reporting accidents to staff, students and members of the public and specific responsibilities for doing so.

2. ASBESTOS

- A survey of the school has been undertaken to identify asbestos. Where asbestos has been identified/strongly presumed/presumed to be present this information has been recorded in the 'Asbestos Management Plan' (AMP). The AMP is kept in Reception.
- The Finance and Facilities Manager is the responsible person for the management of asbestos.
- The Site Manager is responsible for making the necessary checks of the condition of the asbestos as per the AMP.
- All staff are advised that they should consult the AMP before pinning, drilling or otherwise potentially damaging walls, floors, ceilings etc. Do not assume there is no asbestos present.
- Contractors who are undertaking work on site, who might need access to areas containing asbestos, **must** be shown the AMP prior to their work commencing and sign to say they have read it. The Site Manager, Caretakers and Finance and Facilities Manager are responsible for ensuring this happens as part of the Permit to Work system.

3. COMPUTERS

- An assessment is undertaken for all employees who are required to use display screen equipment as a significant part of their work role, to evaluate the health risks associated with its use.
- Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the School to eliminate these risks or otherwise reduce them to avoid the adverse health effects.
- Payment for eye tests by a competent person are provided by the School, as set out in the '**Eye and Eyesight Policy**'.
- Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

4. CONSTRUCTION (DESIGN & MANAGEMENT)

- Steps will be taken to ensure that arrangements are made for managing any project including sufficient time and allocation of resources and that suitable welfare facilities are provided and maintained throughout the project.

- Pre-construction information, including information that that may affect the construction work and any that concerns the proposed use of the structure as a workplace, will be provided to designers and contractors as necessary.
- On notifiable projects a competent Principal Designer and Principal Contractor will be appointed. The construction phase will not begin until a construction phase plan has been developed and that the welfare provisions will be adequate for the project.
- Steps will be taken, after completion of a project, to ensure that the health and safety file is kept available for inspection by any person who may need it to comply with any relevant statutory provisions and that it is revised to incorporate any new information.

5. CONSULTATION/EMPLOYEE INVOLVEMENT

- Health and safety is a permanent agenda item at Trustee Meetings, which are held at regular intervals.
- On commencement of employment all employees are provided with suitable and sufficient information and instruction relating to essential health and safety issues. During this instruction, employees are encouraged to discuss future concerns or views regarding health and safety with the Headteacher/Health and Safety Officer as necessary.
- Where existing health and safety policies or arrangements are modified or additional arrangements are enforced, the Headteacher is responsible for ensuring these developments have a clear understanding of any changes.
- A copy of the School's Health and Safety Policy and associated arrangements is fully accessible to all employees.
- All employees are given suitable training to enable them to undertake their assigned responsibilities competently. Employees are not required to carry out any task in an unsupervised capacity until they have received suitable training.
- Training needs are reviewed on an on-going basis to identify the need for new training or re-training.
- Suitable training is provided for all identified training needs. Responsibility for ensuring that such training is completed and is effective rests with the relevant supervisor.
- Records of training are maintained.

6. CONTRACTORS/PERMIT TO WORK

The school has a separate policy in place for contractors, which includes a Permit to Work system. These documents detail the arrangements in place:

- To ensure all contractors are suitably qualified and competent;
- That any risks involved are identified and suitably managed;
- To ensure the safeguarding of students;
- Regarding specific staff responsibilities.

7. ELECTRICAL SAFETY

- All electrical systems are constructed, used and maintained in such a manner as to prevent danger so far as is reasonably practicable.
- Electrical equipment provided for use by either employees or sub-contractors is maintained in a safe condition and in accordance with relevant statutory duties. The Finance and Facilities Manager is responsible for ensuring that such checks are completed by competent persons.
- Where electrical equipment requires isolation to prevent danger or other foreseeable risk, adequate precautions are taken to prevent this equipment becoming electrically charged accidentally or otherwise non-intentionally.
- Users of electrical equipment are required to handle, store and use such equipment in a manner which preserves safe working conditions. Where users find electrical equipment to be defective or unsuitable for safe use, such equipment must not be used and the Finance and Facilities Manager must be notified.
- All portable electrical appliances are identified in a register and regularly inspected to confirm continued integrity. Portable appliances are clearly marked and/or controlled to prevent unauthorised use of equipment which has not been inspected or is otherwise unsuitable for use.
- Portable appliances should not be brought into school by students other than Sixth Form students who are permitted to bring in laptops. Any laptop brought into School will be subject to a visual inspection prior to use.
- The following precautions should be observed when using electrical equipment to minimise the risk of accidents:

- All equipment, appliances and associated cables must be protected against overload and short circuits by suitable electrical protection devices.
- All cable conductors are electrically insulated and protected against mechanical damage. Additionally, exposed cables designed for regular re-positioning (e.g. extension leads, portable appliance leads, etc.) are flexible and protected as necessary to prevent damage being sustained during use.
- Long extension leads, whenever possible, should not be trailed across floors. Cable routes should be chosen to avoid exposing the cable to foreseeable damage. Where cables are routed across pedestrian routes or vehicle gangways, the cables are either buried or protected by surface ramps.
- Portable equipment should be checked for damage by users **PRIOR** to use.
- Appliances having any damage must not be used and defects must be reported to the Finance and Facilities Manager.

8. EMERGENCY EVACUATION

The school has separate ‘**Emergency Evacuation Procedures**’ which are updated at regular intervals. This document details the arrangements to be followed in the event of an emergency evacuation and specific staff responsibilities. All staff should ensure they are fully aware of the contents of this document. Emergency Evacuation is covered in both staff and student induction.

9. EMPLOYEE WELFARE

Occupational Health

- Where occupational health risks are identified, the School monitors the health of those employees concerned where practicable. Particular attention is given to risks which:
 - have the potential to seriously affect an individual’s health;
 - cause existing ill health conditions to deteriorate;
 - affect the efficiency or effectiveness of an individual’s work.
- Where appropriate, competent persons will coordinate the completion of confidential medical questionnaires/information and instigate routine medical examinations for employees exposed to specific risks. Where necessary, assistance is sought from an Occupational Health Practitioner.
- Appropriate protective measures are provided for employees to prevent occupational health problems.
- In the event of any employees developing any of the following medical conditions, they should inform the Health and Safety Officer or Line Manager:
 - chest or bronchial conditions,
 - heart complaints,
 - high/low blood pressure,
 - epilepsy,
 - asthma,
 - diabetes,
 - giddiness/fainting,
 - allergic reaction to any substance/activity.
- Where a reported medical condition constitutes a notifiable occupational health condition, the Health and Safety Officer is responsible for notifying the relevant authorities (should this occur, please contact The Health & Safety Service for assistance on this matter).
- Employees are encouraged to raise any concerns related to stressful working conditions and accept opportunities for counselling when recommended.

Personal Protective Equipment

- Where the need for personal protective equipment has been identified, to protect either employees or any other person who may be affected by specific activities, suitable equipment is provided by the School.
- Where applicable, personal protective equipment complies with all necessary standards.
- Users of personal protective equipment are responsible for ensuring that this equipment is used, stored and maintained in an appropriate manner. Where users observe such equipment to be damaged or otherwise unsuitable for use, they are required to report the observations to the Finance and Facilities Manager at the earliest opportunity.
- Users of personal protective equipment must not use any equipment that is observed to be damaged or otherwise unsuitable for use.

Medicines at Work

- The School does not provide employees with any form of medical drugs at work.

- Employees are expected to give consideration to the effects of any medication taken for reasons of ill-health, especially medications that advise; "May cause drowsiness", "Do not drive or operate machinery", Where such effects are observed, employees should inform their supervisor.

Alcohol and Drug Abuse

In the interests of safety for individual employees and other work colleagues, no employee shall:

- Report for or undertake any work activity on behalf of the School whilst under the influence of alcohol or any controlled substance/drugs.
- Misuse, sell or distribute legitimate drugs, either purchased or prescribed for their own use whilst on School premises, client premises or otherwise undertaking School business.
- Use, possess, distribute or sell non-prescribed or illicit controlled substances whilst on School premises, client premises or otherwise undertaking School business.
- Use, possess, distribute, or sell alcoholic beverages, or items containing alcohol whilst on School premises, client premises or otherwise undertaking School business.
- Work with or allow any person employed by the School to work, whom they have reasonable cause to believe is under the influence of alcohol or drugs.
- The School reserves the right to carry out searches of possessions, vehicles or other employee property whilst arriving at work, leaving work, or undertaking any other School business. Employee's permission will be sought for this; however, the School reserve the right to involve the police where they consider it necessary.
- Failure to comply with the arrangements above constitutes a serious disciplinary offence and appropriate action will be taken against offenders.

Smoking

- Smoking is forbidden in the school buildings, school vehicles and any area within the school perimeter or boundary including the car park and games field.

Rest and Welfare Facilities

- Suitable facilities are provided enabling employees to rest and consume beverages or food without risk of contamination. Adequate supplies of water suitable for drinking are provided for all employees.
- All areas of work where employees are required to undertake routine activities are suitably ventilated with fresh or purified air. Where it is not practicable to maintain such areas at a reasonable temperature, employees are provided with suitable protective clothing.
- A sufficient number of sanitary conveniences and washing facilities are provided for all employees, ensuring segregation between male and female employees.
- Where employees are required to make repetitive actions or carry out tasks where little body movement is required, for long periods of time, they are expected to take suitable breaks. Appropriate training and instruction concerning such breaks is given to those employees involved in those activities.

10. E-Safety

The school has separate policies regarding the use of ICT by staff and students. These policies indicate there is a whole school approach to E-Safety and detail the way ICT facilities can and cannot be used. E-Safety is also discussed with students as part of their PSHE curriculum.

11. FIRE

The school has a separate '**Fire Safety Policy**'. This policy sets out; the measures in place to ensure the school complies with its duties under the Regulatory Reform (Fire Safety) Order 2005 and specific staff responsibilities.

12. FIRST AID

The school has a separate '**First Aid Policy**'. This policy details the specific arrangements in place regarding first aid within the school and specific staff responsibilities.

13. HAZARDOUS SUBSTANCES

- The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health Regulations.
- Staff who use such substances are responsible for ensuring a risk assessment is in place **prior to that substance being used**. Manufacturers Safety Data Sheets should also be available for all hazardous substances (MSDS).

- Substances which have not been subjected to an assessment shall not be used under any circumstances, without approval from the Headteacher.
- All hazardous substances should be stored in accordance with the advice on its corresponding MSDS
- Advice on risk assessing, storing and using these substances is available from the Health and Safety Consultant and should be sought via the Health and Safety Officer if there is doubt regarding any of the above.

14. SIGNS AND WARNINGS

- Where necessary, appropriate safety signs or other suitable warnings are used to identify potential hazards. These signs or warnings are regularly checked to confirm that they can be clearly seen and/or heard and where appropriate, Employees are familiar with the associated actions to be taken.
- The type of sign used will follow the requirements of the Safety Signs and Signals Regulations 1996 which are outlined below.

<p>Warning Sign A sign indicating a hazard or warning of a danger (i.e. warning - live electrics, danger of death)</p>	
<p>Prohibition Sign A Sign prohibiting a behaviour likely to cause, or increase, danger.</p>	
<p>Mandatory Sign A sign prescribing a specific type of behaviour (i.e. eye protection must be worn)</p>	
<p>Safe Condition Sign A sign indicating a 'safe condition' such as a first aid post or emergency exit route.</p>	

15. INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised within the leaflet 'Guidance on Infection Control in Schools and other Child Care Settings', copies of which are available from the Pastoral Administrator.

16. LONE WORKING

- Lone working will be avoided wherever possible. Where it is unavoidable a risk assessment will be conducted on the working activities, the work areas and the individual concerned.

- Those individuals who may from time to time be exposed to lone working will be provided with training and information on the likely risks, or increased risk factors.
- Where the risk assessments identify higher risk activities formal decisions, authorisations and cessation of lone working will be required from the Headteacher prior to the undertaking of such work.

17. MANUAL HANDLING

- Operations involving manual handling issues (e.g. lifting heavy/awkward loads, repetitive actions, etc.) are risk assessed to determine their impact on the health of those employees involved.
- Where specific manual handling activities are shown to constitute a significant risk, every effort is made to eliminate this hazard, or otherwise provide mechanical aids to reduce the need for these activities.
- For occasions where it is not practicable to avoid manual handling operations which involve a significant risk of personal injury, these risks are reduced to the lowest level reasonably practicable.
- All employees are given suitable training and instruction regarding correct manual handling techniques. No employee or student is required to lift loads which exceed their physical ability.

18. LIFTING EQUIPMENT

- All lifting appliances will be evaluated, prior to use, to ensure they are strong enough to fulfil their intended function, positioned or installed to minimise risks and subjected to the necessary thorough examination.
- All lifting equipment will be suitably marked with any appropriate information.
- All lifting operations will be properly planned, adequately supervised and conducted in a safe manner.
- All lifting equipment will be subjected to a pre-operational check by a competent person and suitable records maintained.

19. MEDICAL NEEDS

The school has a separate '**Arrangements for Supporting Students with Medical Needs Policy**'. This policy sets out the arrangements in place for dealing with students who have medical needs and any specific staff responsibilities.

20. NEW AND EXPECTANT MOTHERS

A risk assessment shall be made or reviewed with respect to pregnant women or women who have recently given birth or who are breast feeding (new or expectant mothers).

The assessment is intended to identify possible exposure to any process, working condition or physical, chemical or biological agent, which may adversely affect their health and safety or that of their baby.

21. NOISE

The school takes all reasonable measures to protect the hearing of individual employees.

Suitable assessments of the working environment are undertaken to determine any circumstances or areas where employees are exposed to noise levels in excess of 80dB (A),(LEPD). Employees exposed to such noise levels are advised of the risk and suitable hearing protection must be made available on request.

For occasions where new plant equipment is purchased, it is the intention of the School to ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

22. RISK ASSESSMENT

- Risk assessment is the responsibility of the school's management at various levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for all significant activities including off-site activities.
- Risks are assessed in a manner that ranks them by severity/likelihood for prioritisation and control measures identified and put in place that are proportionate to the level of risk.
- The outcomes of the risk assessments should be recorded and communicated to those affected.
- Risk assessments should be reviewed periodically or where there is a change in circumstances or working practices.

23. SAFEGUARDING

The school has a separate '**Child Protection and Safeguarding**' policies and procedures which set out the systems in place to ensure effective safeguarding of the students and specific responsibilities. All staff have received safeguarding training.

24. SCHOOL TRIPS

The school has a separate **'School Trips Policy'** and **'School Trips Behaviour Policy (Pupils)'**. These policies set out the arrangements for ensuring school trips are effectively managed.

25. TRANSPORT

The school has a separate **'Minibus Operating Policy'**. This policy sets out the procedures in place and responsibilities of key staff to ensure the safe use of the school's minibus.

26. VISITORS

- All visitors are required to ensure that their vehicles are left in designated parking areas, and do not obstruct fire escape routes, private or public routes, other vehicles or designated entrances to School buildings.
- On entering the School premises, all visitors are required to report to reception and sign in on the electronic registration system and wear the visitors badge provided.
- Visitors are accompanied or supervised at all times whilst on School premises, unless otherwise authorised by the Managers or the Health and Safety Officer.
- In the event of an emergency, visitors will be supervised and/or given appropriate instructions for the actions to be taken to preserve their safety. Visitors are required to observe any instruction given by persons enforcing the school safety policies.
- Visitors are required to wear appropriate personal protective equipment or clothing as necessary.
- Visitors are required to report any accidents (including near misses), that occur due to either their acts or omissions. Accidents should be reported to the Headteacher or Health and Safety Officer in accordance with the **'Accident/Incident Recording and Reporting Policy'**.

27. WATER ASSESSMENT

- An annual Legionella Risk Assessment is completed by a contractor. The Finance and Facilities Manager and Site Manager are responsible for ensuring any remedial action required as a result of this risk assessment is scheduled for completion.
- Monthly checks are conducted on the water system, the Site Manager is notified of the dates of these checks in advance and is responsible for notifying the Finance and Facilities Manager if any remedial work is required.
- The Legionella File, which includes the risk assessment and monthly check information, is kept in reception.

28. WELLBEING

- The wellbeing of employees is seen as an integral part of the school's health and safety responsibilities.
- The Trustees and Headteacher have statutory obligations under a duty of care, but also wish to promote an ethos of mutual respect and support.
- All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Headteacher or their Line Manager.
- Sickness absence or concerns will be dealt with under the school's **'Attendance Management Policy'**

29. Stress

- Workplace stressors will be identified, and risk assessments will be conducted to eliminate or control the risks from stress.
- Training will be provided for managers and supervisory staff in good management practices.
- Confidential counselling is available to staff affected by stress caused either by work or external factors via the Employee Assistance Programme.

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30. WORK AT HEIGHT

- Where it is reasonably practicable work at height will be avoided. Where this is not possible work equipment that protects the entire workforce rather than the individual will be chosen. (i.e. edge protection in preference to fall arrest devices).
- Where work at height cannot be avoided a risk assessment will be conducted. Site specific assessments will also be completed by the operative whilst on site. Where changes or additional controls are required these will be recorded.

31. WORK EQUIPMENT

- Equipment provided to employees for the purpose of undertaking their defined work activities is checked, maintained and/or inspected so far as reasonably practicable to ensure both continued suitability for use and compliance with the relevant legislation.
- Where an item of equipment is observed to be damaged or otherwise malfunctioning to such an extent that it may expose users to a health/safety risk, access to the equipment is controlled to prevent unauthorised use pending repair.
- Employees required to use any item of equipment where foreseeable risks are associated with its routine use, are given sufficient training and supervision concerning its safe usage. Supplementary instructions are prepared where necessary.
- The use or installation of any new equipment will first be subject to suitable planning to ensure it is suitable for the purpose for which it is provided and that appropriate 'hardware' (fixed guards, markings and protection devices) and 'software' (safe systems of work) measures have been assessed.
- Employees and students are only permitted to use equipment for which they have received appropriate training. Any concerns relating to the use of work equipment should be reported to the Headteacher.

32. YOUNG PERSONS

- Young persons will only be employed following the completion of a risk assessment, or the review of an existing assessment, in order to ensure that any risks to those young persons are identified and addressed.
- Young persons under school-leaving age will not be employed.