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**Prospect**  
School

# HEALTH AND SAFETY POLICY

Staff Responsible	Business Manager
Date Approved by Governors	03/09/2019

# HEALTH AND SAFETY POLICY

## 1. STATEMENT OF INTENT

The Governing Body of Prospect School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in the arrangements section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must ensure the maintenance of high standards of health and safety in all the School's activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed ...

Margaret Sampson  
Chair of Governors

David Littlemore  
Headteacher

## **2. ORGANISATION**

### **The Duties of the Governing Body**

The Governing Body is responsible for:

- Formulating and ratifying the establishment's Health and Safety Statement, Organisation and Arrangements;
- Regularly reviewing Health and Safety Arrangements (at least once annually) and implementing new arrangements where necessary;
- Complying with the School's Health and Safety Policy and Arrangements;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the School's designated budget;
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring of health and safety matters within the School including health and safety inspection reports and accidents reports.

### **The Duties of the Head Teacher**

The Head Teacher is responsible for:

- Delegating health and safety roles and responsibilities via consultation with the Governing Body and Staff, these being specifically referred to in relevant job descriptions;
- The day to day management of health and safety matters in the establishment in accordance with the Health and Safety Policy and ensuring the health and safety arrangements are carried out in practice;
- Promoting a positive Health & Safety Culture and effective implementation of policy;
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute an significant risk to the health and safety of employees or other persons;
- Ensuring that health and safety inspections are carried out at an agreed frequency and that a copy of the report is given to the Governors and that one is sent to the School Business Manager;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;

- Attending the establishment's Health and Safety Committee;
- Drawing up the establishment's annual Health and Safety Strategy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Participating in the Local Authority health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Making students and (where appropriate) parents/carers aware of their responsibilities through the prospectus, notices and direct instruction.
- Responsible for the management of Fire Safety throughout the school to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

**Note:** In the absence of the Head Teacher these responsibilities fall to the School Business Manager.

### **Responsibilities of the School Business Manager**

The School Business Manager is responsible for:

- Acting as 'Competent Person' under the Management of Health & Safety at Work Regulations providing competent health & safety advice upon request;
- Promoting Health & Safety throughout the school and assisting the in the implementation, monitoring, and development of health & safety policy within the school;
- Monitoring general advice on safety matters given by Reading Council and other relevant bodies and advice on its application to the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action and if necessary order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Headteacher;
- Ensuring that the correct accident and incident reporting procedures are followed and where appropriate, investigated. Any occurrences subject to RIDDOR are promptly reported to the HSE;
- Attending appropriate Health and Safety training courses to enable them to discharge their duties effectively;
- Ensuring that the Health and Safety Policy is kept up to date;
- Ensuring that the Health and Safety noticeboards are kept up to date;
- Participating in any Health and Safety Audits arranged by Reading Council;
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Co-ordinate arrangements for the dissemination of information to employees and visitors on safety matters;

- Arrange Health & Safety inspections at an agreed frequency ensuring that follow up action is completed.

### **Responsibilities of the Site Team Manager**

Responsible to the School Business Manager for:

- Managing the school site and buildings effectively on a day-to-day basis, to provide a safe, efficient and comfortable working environment for staff;
- Ensuring that all Health and Safety operations associated with the delivery of services carried out within the school building(s) are carried out in a safe manner;
- Ensuring that operations associated with the delivery of services, are properly assessed for risk and carried out in a safe manner and that the school's safety policies and procedures are followed;
- Ensuring that building safety controls, such as fire precautions, waste disposal arrangements, statutory licences and electrical testing regimes, are in place and are regularly reviewed;
- In close liaison with the School Business Manager manage minor projects and works on behalf of the school to ensure that they are carried out in accordance with the schools health & safety policy and procedures;
- Ensuring that the Asbestos Register is kept up to date;
- Monitoring contractors on site and ensuring they consult the Asbestos Log prior to work commencing;
- Maintenance and testing of the schools fire detection, warning systems and emergency lighting ensuring that relevant records of testing are kept up to date;
- Liaising with Reading Borough Council to identify and assess sources of risk associated with Legionella. Ensuring that a risk assessment is undertaken and that precautions to reduce the risks of exposure to legionella are put into place;
- Conducting monthly tests of the schools water systems ensuring that results are monitored and recorded and where necessary reported to Reading Borough Council for further action.

### **Heads of Department**

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually or as and when changes occur);
- Ensuring that risk assessments are in place, are regularly updated and are adhered to;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the Department;
- Carrying out regular health and safety monitoring inspections of the Department and making reports to the Head Teacher where appropriate;
- Ensuring follow up and remedial action is taken following Health and Safety inspections;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports and issues raised relating to health & safety from above and below in the hierarchy;
- Ensuring that accidents and incidents that happen within their department are reported and investigated, where necessary, as soon as possible;
- Ensuring that new staff within their department receive a local Health & Safety Induction, including a Tour of their department within the first week of their employment;

- Keeping accurate and consistent health & safety records within their department.

### **Responsibilities of all Staff**

All staff employed at the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Co-operate with the School Governors, Head Teacher and School Business Manager on all matters relating to health and safety by complying with the Health and Safety Policy;
- Check that classrooms, work areas and equipment are safe before use;
- Make themselves aware of and apply all safety rules, procedures and safe working practices applicable to their roles; where in doubt they must seek immediate clarification from their Line Manager or Head of Department;
- Not interfere or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Reporting any serious or immediate danger to the Head of Department, Line Manager or School Business Manager straight away;
- Report to their Head of Department or Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Apply any health & safety training given to their roles;
- Participating in the Health and Safety Committee where appropriate.

### **Responsibilities of students**

All students are expected to:

- Exercise personal responsibility and always act responsibly for the safety of themselves, members of the school and visitors;
- Observe the safety rules of the school and in particular the instructions given by staff in the event of an emergency;
- Not wilfully misuse, neglect or interfere with items provided for safety purposes around the school buildings.

## **3. ARRANGEMENTS**

### **3.1 Health and Safety Officer**

The Member of Staff in the establishment with special responsibility for Health and Safety matters is:	School Business Manager
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### **3.2 Health and Safety Representatives**

Contact details of staff members who are Health & Safety Representatives for NASUWT, NUT and UNISON are recorded on the Health & Safety Law poster located outside the Library in 'D' building.

### 3.3 Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or Trade Union will be offered facilities in accordance with Health & Safety Law and is required to inform:	School Business Manager
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### 3.4 Health and Safety Committee

The constitution, membership and the minutes of the School Safety Committee are kept in:	School Business Manager's Office
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### 3.5 Fire and Other Emergencies

Emergency procedures covering a range of hazardous situations, which may arise in the establishment, can be found in the following locations:

Type of Emergency Procedure	Location(s)
Fire Evacuation Procedure	All inclusive of the School's Rainbow Plan, located in the School Business Manager's Office  The local Fire Evacuation Procedure can also be found within all classrooms, on the staff shared area and the Health & Safety notice boards within each building.
Bomb alert	
Gas Leak	
Electrical Fault	
Water	
Storm or Flood Damage	
Persons Threatening Violence on Site (Lockdown Procedure)	
Dangerous animal(s) on Site	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Deputy Head Teacher - Progress, in their absence, a member of the Senior Management Team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for ensuring supervision (where appropriate):	Head Teacher	Deputy Head - Progress
<ul style="list-style-type: none"> <li>The controlled evacuation of people from the building or on the site to a place of safety:</li> </ul>	Head Teacher	Assistant Head (Behaviour)
<ul style="list-style-type: none"> <li>Summoning of the emergency services</li> </ul>	Assistant Head (Behaviour)	Site Team Manager
<ul style="list-style-type: none"> <li>That a roll call is taken at the assembly point</li> </ul>	Head Teacher	Deputy Head - Progress
<ul style="list-style-type: none"> <li>That no one attempts to re enter the building until the all clear is given by the emergency services</li> </ul>	Head Teacher	Assistant Head (Behaviour)

**Note: The priorities are as follows:**

- **To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- **To call the emergency services when appropriate;**
- **To safeguard the premises and equipment, if this is possible without putting persons at risk**

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Assistant Head (Behaviour)
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The Head Teacher or Deputy Head Teacher – Progress will be advised via a cascade list for use if an emergency occurs out of office hours by:	Site Team Manager
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept in:	Site Team Manager’s Office
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### 3.6 Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	Manhole next to A Block Gate / D Block car park
Electricity	Field end of C Block outside
Gas	Outside A Block Entrance / D Block in Woods / Nursery playground

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	School Business Manager
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### 3.7 Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the records sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Site Team Manager’s Office	Site Team Manager
Emergency Lighting System	Site Team Manager’s Office	Site Team Manager
Smoke Detection System	Site Team Manager’s Office	Site Team Manager

The person responsible for carrying out a rolling programme of all emergency fire fighting equipment (for example fire hoses, fire extinguishers, fire blankets) and to whom any shortcomings should be immediately reported is:	Site Team Manager
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The approved contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:

*Maintenance & Servicing of the Fire Alarm;*

PEL Services Ltd

Address: Belvue Business Centre, Belvue Road, Northolt, Middlesex. UB5 5QQ

Contact Tel no: 020 8839 2100

E-mail: info@pel.co.uk

*Servicing of fire extinguishers and hoses:*

PEL Services - as above

**3.8 Locations of the positions of all main service isolation points are as follows;**

Water	Manhole next to A block gate/D block in car park
Electricity	Field end of C block outside
Gas	Outside A block entrance/D block in woods/ nursery playground

**3.9 Accident, Dangerous Occurrence, Violent Incident and Near Miss reporting and investigation**

All accidents, near misses, dangerous occurrences, incidents of verbal abuse or actual threatened violence must be reported as soon as possible to the Health & Safety Officer, Head of Department and where the accident involves a pupil, the Year Achievement Leader.

<b>Location of Accident Reporting System</b>	<b>Person in Charge of Accident Book</b>
The Accident and Incident report is via the Every on line system.	School Business Manager

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	School Business Manager
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

**3.10 First Aid Provision**

The School has a number of qualified First Aiders. These are trained in either First Aid at Work (three days), Emergency First Aid at Work (one day) or Schools First Aid (one day) and are located throughout the buildings on the school premises.

A current list of first aiders including their location, contact telephone numbers and the location of first aid boxes can be found within the Health & Safety file on the staff shared area (T drive), within

each classroom or office area and on designated Health & Safety notice boards in each building. A list can also be found within Appendix B of the Health & Safety Policy.

The person responsible for ensuring first aid qualifications are maintained is:	First Aiders/School Business Manager
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The person responsible for ensuring that first aid cover is provided for staff working out of normal School hours is:	School Business Manager
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Travelling first aid boxes are kept at the following points in the School:

<b>Location of Travelling First Aid Box:</b>
All School minibuses
A First Aid Box for trips is available from Admin Hub

A bi-termly check (minimum of 3 per year) on the location and contents of all first aid boxes will be made by:	First Aiders/ Admin Hub
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Use of first aid materials and deficiencies should be reported to:	First Aiders/HOD/Admin Hub
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Berkshire Hospital, Foundation Trust, London Road, Reading, RG1 5AN – 0118 3225111
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### 3.11 Supporting Pupils with Medical Conditions

Please refer to the Supporting Pupils with Medical Conditions Policy for further information.

#### 3.12.1 Risk Assessment

The persons responsible for carrying out a general survey of the School's work activities including work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated is;	Head of Department/School Business Manager/Site Team Manager
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The persons responsible for drawing up and reviewing departmental policies, procedures and risk assessments ensuring that measures are in place to control risks within their departments is;	Head of Department
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### 3.12.2 New & Expectant Mothers

The school recognises that it has responsibility to identify hazards in the workplace that could pose health or safety risks to new & expectant mothers and to take appropriate action to remove or control these risks. A new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding. Female staff should advise the School Business Manager in writing if they are pregnant or a new mother. Once notification has been received, the school will undertake a New & Expectant Mothers risk assessment'

The person responsible for conducting New & Expectant Mothers Risk Assessments is;	Head of Department/School Business Manager
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The persons responsible for implementing the findings of a New & Expectant Mothers Risk Assessments is;	Head of Department/Line Manager
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### 3.12.3 Young Workers

The person responsible for conducting Young Workers Risk Assessments for new workers under the age of 21 is;	Head of Department
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### 3.12.4 Work Experience

The person responsible for conducting Risk Assessments for Work Experience students is;	Head of Department
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## 3.13 Maintenance of Site, Premises, Housekeeping and Hazard Reporting

### 3.13.1 House Keeping & Hazard Reporting

All employees and Governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Team Manager via Reception/Every on-line system
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Verbal reports should be followed up in writing via <u>Every</u> on-line system	
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A copy should then be given to:	School Business Manager
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The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	School Business Manager
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### 3.13.2 Electrical Installation

The fixed electrical installation is tested by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

The person responsible for ensuring the 5 year hard wiring certificate is updated is:	School Business Manager/Site Team Manager
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The person responsible for ensuring all deviations reported by Competent Person are correct is:	School Business Manager/Site Team Manager
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### 3.13.3 Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	School Business Manager/Site Team Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Qualified Electricians
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	School Business Manager/Site Team Manager

### 3.13.4 Pressure Systems - The Pressure Systems Safety Regulations 2000

The person responsible for arranging an annual inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is:	School Business Manager /Site Team Manager
The person responsible for arranging maintenance of boiler/s by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is:	School Business Manager /Site Team Manager

### 3.13.5 Lifts

The person responsible for ensuring that lifts are serviced every six months and are inspected in accordance with the risk assessment is:	Site Team manager in liaison with Reading Borough Council
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### 3.13.6 Legionella

The person responsible for ensuring that procedures are in place to monitor/assess and reduce the risk of Legionellosis in line with 'Control of Legionella Bacteria in Water Systems' ACOP is:	School Business Manager in liaison with Reading Borough Council
The person responsible for conducting monthly tests of the schools water systems ensuring that results are monitored and recorded and where necessary reported to Reading Borough Council is:	Site Team Manager

### 3.13.7 Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the Control of Asbestos Regulations 2012 and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	School Business Manager
The premises asbestos log is kept in:	Site Team Manager's Office
The person responsible for ensuring that the log is updated annually and as appropriate following work on the fabric of the building is:	Site Team Manager

### 3.13.8 Housekeeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contracted if circulation routes are obstructed by rubbish is:	Site Team Manager
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**All staff are responsible for ensuring the good housekeeping of their own workrooms, for example offices, laboratories, workshops, art studios, drama studios and related storage areas:**

When rubbish needs to be disposed of it should be reported to, who will arrange for its safe disposal:	Site Team Manager
The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>specials waste</b> is:	Site Team Manager

The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	Site Team Manager
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### 3.13.9 Repairs and Maintenance

A person encountering any damage or wear and tear of the premises, which may constitute a hazard, should report it to;	Site Team Manager
Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Head of Department/Site Team Manager
The person responsible for ordering repairs which are the School's responsibility is:	School Business Manager

### 3.14 Improvements to Building and Construction Work

Schools undertaking Building Projects fall within Construction (Design and Management) Regulations 2007 CDM must ensure they fulfil the legal requirement.

The person responsible for submitting proposals to Reading Borough Council is:	School Business Manager/Site Team Manager
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### 3.15 Working at Height

Each school should assess their risks from working at height and make plans to either avoid the work at height or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher

The person responsible for risk assessing work at height is:	Head of Department/School Business Manager/ Site Team Manager
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The person responsible for monitoring the training of work at height and ensuring that key members of staff undertake the training and refresher training when required is:	School Business Manager/ Site Team Manager/HOD
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### 3.16 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms, etc is:	Site Team Manager
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are:	Site Team Manager

### 3.17 Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Head Teacher/ Assistant Head Teacher & School Business Manager
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### 3.18 Health and Safety Training

All new staff will receive a local Health & Safety Induction Tour arranged by the Head of their Department within their first week of employment at the school. New staff will also attend a New Starter Induction with the School Business Manager.

Further specific Health & Safety Training will be identified as part of the performance review process.

The person responsible for drawing to the attention of all employees the following Health and Safety matters as part of their induction training:	Head of Department & School Business Manager
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- Health & Safety law and the Employer/Employees responsibilities
- Health and Safety Policy, Organisation & Arrangements
- Risk Assessment

- Special hazards/responsibilities and Risk Assessments associated with work activities (e.g. science, technology)
- Health & Safety notice boards and statutory notices
- Fire and Emergency (Lockdown) Procedures and Arrangements
- First Aid Arrangements
- Accident & Incident Reporting Arrangements
- Common hazards in school
- Procedures for Hazardous Substances (COSHH)
- Safe Use of Work Equipment
- General building arrangements for; housekeeping, waste disposal, cleaning, hazard reporting and maintenance issue
- Students with Medical Conditions
- General Health & Safety Information

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with the Head of Department is:	Line Manager
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their Head of Department is:	Line Manager
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The person responsible for compiling and implementing the School's annual health and safety training plan is:	School Business Manager in liaison with the Head of Department
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The person responsible for reviewing the effectiveness of health and safety training is:	School Business Manager
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Head of Department/ School Business Manager
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Head of Department
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### 3.19 Manual Handling of Loads

#### Manual Handling of Objects

The person(s) responsible for identifying <i>specific</i> hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	Site Team Manager /Head of Department
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The person responsible for monitoring the safety of manual handling activities on a daily basis is:	All Staff
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### 3.20 Work Equipment – Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

#### 3.20.1 Ladders & Stepladders

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Team Manager/HOD
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#### 3.20.2 Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Team Manager
Person(s) authorised to operate and use:	Site Team Manager

#### 3.20.3 Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys, etc are maintained in a safe condition is:	Site Team Manager
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#### 3.20.4 Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools.

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Team Manager
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#### 3.20.5 Catering Equipment (Dough Mixers, Slicing Machines, Potato Peelers)

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Innovate - Catering Manager
Person(s) authorised to operate and use is/are:	Catering staff

#### 3.20.6 Laboratory Apparatus and Equipment

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Science Department
Person(s) authorised to operate and use is/are:	Science Department Staff & Technicians

#### 3.20.7 Design and Technology Equipment

The person responsible for selection, inspection, maintenance,	Head of Technology
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training, supervision, safe use and risk assessment is:	Department
Person(s) authorised to operate and use is/are:	Design and Technology staff and Technicians
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use is correctly is/are:	Teacher in charge
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	HOD/Teacher in charge
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Head of Department/Department staff (Users)

### 3.20.8 Food Technology

The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Department Technician
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the Food Technology are is:	Department Technician

### 3.20.9 Art and Design Equipment (Fine Arts)

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art Department
Person(s) authorised to operate and use is/are:	Departmental staff

### 3.20.10 Art and Design Equipment (Ceramics/Kiln)

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art Department
Person(s) authorised to operate and use is/are:	Departmental staff

### 3.20.11 Physical Education Equipment

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of P.E. Department
Person(s) responsible for regular (daily) visual inspection is/are:	Teacher in charge
Contractor responsible for annual full inspection and report is:	??

### 3.20.12 Outdoor Play Equipment

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of P.E. Department
Person(s) responsible for regular (daily) visual inspection is/are:	Teacher in charge
Contractor responsible for annual full inspection and report is:	N/A

### 3.20.13 Stage Lighting Equipment

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Music Department
Person(s) authorised to operate and use is/are:	Teacher in charge

### 3.20.14 Pianos, Organs and Other Musical Instruments

The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Music Department
Person(s) authorised to operate and use is/are:	Students under supervision

### 3.21 Display Screen Equipment

Employees who are classified as 'Users' of display screen equipment will have an assessment made of their workstations. They will be entitled to a regular eye test.

The competent person responsible for carrying out display screen equipment risk assessments is:	School Business Manager
The person responsible for implementing the requirements of the risk assessment is:	Head of Department in liaison with the Line Manager /School Business Manager

### 3.22 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The person responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:	
Science	Head of Department
Design and Technology	Head of Department
Art and Design	Head of Department
Caretaking and Cleaning	Site Team Manager
Catering	Innovate
Grounds Maintenance	SCS Ltd

Persons responsible for making arrangements for laundering soiled PPE (overalls, aprons etc.) is:	Head of Department/Site Team Manager
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### 3.23 Hazardous Substances (Control of Substances Hazardous to Health – COSHH)

Inventories of hazardous substances used in the School are maintained by the following Departments at their specific locations:

Science	Science Technicians
Design and Technology (Materials)	Head of Department
Design and Technology (Food and Textiles)	Department Technician
Art and Design (Fine Arts & Ceramics)	Head of Department
Caretaking and Cleaning	Site Team Manager
Catering	Innovate - Catering Manager
Grounds Maintenance	SCS Ltd

Persons responsible for undertaking and updating the COSHH risk assessments pertaining to their department is:	Head of Department
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines, etc) will be examined annually and tested by an approved contractor is:	Head of relevant Department/School Business Manager
The reports will be kept available for inspection by:	Heads of relevant Department/School Business Manager

### 3.24 Radioactive Sources

The Radiation Protection Supervisor is:	Department Risk Assessor – Trained Teacher
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The location of the following records is:

Letter appointing Mike Gooding of CLEAPSS as Radiation Protection Officer	School Business Manager
Radiation Audit	Head of Science

### 3.25 Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to:	Head of Department
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### 3.26 Waste Management

The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers	Site Team Manager
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are chained after emptying to prevent them being moved and set on fire by arsonists is:	
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Waste will be removed regularly by:	SITA Woodside Recycling/Site Team Manager
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All members of staff are responsible for reporting accumulation of waste or large items of waste that require special attention. This should be reported to:	Site Team Manager
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### 3.27 Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the School Business Manager and Team of Advisors at Reading Borough Council.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	School Business Manager
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### 3.28 Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections (3 per year), including planning, inspection, reporting is:	School Business Manager
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Where possible Health and Safety inspections will be carried out with the School's Health and Safety Representative(s). Members of the Governing Body will participate with safety inspections where practicable.

### 3.29 Provision of Information

The person responsible for distributing all health and safety information received from external bodies e.g. the Education Department/H&S Advisors at Reading Borough Council etc. is;	School Business Manager
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All Health and Safety documentation will be kept by:	Head of Department
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The person responsible for maintaining central Health & Safety records is:	School Business Manager
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Health and Safety notice boards are sited in all buildings at the following locations :  'A' Building - In the foyer outside the main hall 'B' Building – Main entrance 'C' Building – Middle ground floor foyer & Staff Room (1 <sup>st</sup> floor) 'D' Building – At reception entrance 'L Building – In the ground floor corridor Loddon – In the ground floor foyer Sports Hall – Adjacent to the changing areas	
The person responsible for noticeboard maintenance and updating documents displayed on the noticeboards is:	School Business Manager

The Health and Safety Law Poster is sited:	In each building on the H&S noticeboards
The person responsible for maintaining it is:	School Business Manager

New employees will be informed of all relevant health and safety information as part of the induction process.

### 3.30 Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	Assistant Head (EVC Lead)
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Assistant Head (EVC Lead)
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Assistant Head (EVC Lead)

### 3.31 Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Finance Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Finance Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Team Manager
The person responsible for risk assessing the activities arising in connection with the use of premises outside school hours is:	School Business Manager/Site Team Manager

### 3.32 Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>▪ An identification badge</li> <li>▪ Relevant health and safety information</li> <li>▪ And will sign the Visitors' Book</li> </ul>	Reception
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found in the Security Policy on :	Staff Shared Drive
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### 3.33 Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on the LA's approved list is:	School Business Manager/Site Team Manager
The person responsible for liaison with and control of contractors is:	School Business Manager/Site Team Manager

### 3.34 Supplies (Purchasing/Procurement and Deliveries)

The School Business Manager will ensure that all equipment and materials purchased or procured for use in the School complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, students and visitors or others.

The person(s) authorised to place orders for supplies and/or accept gifts or donations to the school are:	School Business Manager
Deliveries of goods will report to: who will arrange for them to be taken to the appropriate location	Reception/Goods In

### 3.35 Catering

The person responsible for registering the food premises with the Local Environmental Health Officer of the Borough Council is:	Catering Manager
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### 3.36 Visits and Recommendations of Enforcing Authorities, e.g. HSE, LA Safety Advisors, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body is:	School Business Manager
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### 3.37 Smoking

Prospect School is a no smoking site.

The Governing Body has prohibited smoking in school grounds and in vehicles under its control, in line with current legislation. Employees are not permitted to smoke when teaching or supervising students or when they may otherwise come into contact with students.

The policy applies equally to all people who have business in the premises including contractors, employees, students, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the School wherever appropriate, as determined by the fire risk assessment.

### 3.38 Vehicles

The School Business Manager is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the School are operated in accordance with the law. School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

The person responsible for informing of the acquisition of a vehicle in order that registration, taxing and testing can be arranged is:	School Business Manager
The person responsible for arranging insurance and maintenance of vehicles is:	School Business Manager
The person responsible for authorising the use of the School minibus, ensuring risk assessments are completed, drivers have passed the minibus test, etc is:	School Business Manager
The person responsible for maintaining a list of authorised drivers of School vehicles who have passed the minibus test is:	School Business Manager

### 3.39 Stress

The person responsible for monitoring absence owing to stress related illness is:	Assistant Head (Absence)
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### 3.40 Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head of Department /School Business Manager
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### 3.41 Bullying/Harassment

The School's policy on behaviour (including bullying) is kept:	Staff Shared Area
Records of bullying incidents and action taken are kept:	Student Services

### 3.42 Audit, Review, Performance Measure and Action Plan

The person(s) responsible for carrying out an annual review of the Health & Safety Policy is:	School Business Manager
The person responsible for compiling and implementing the School's annual Health and Safety Strategy, including action for improvements in the appropriate development plan is:	School Business Manager
Employee absence statistics (ie non confidential) for the purposes of performance measurement are kept by:	Assistant Head (Absence)
The person responsible for completing a Health & Safety report to be submitted to the Governing Body three times per year is:	School Business Manager
An annual external audit is completed by:	Health & Safety Advisors at Reading Borough Council

### 3.43 Insurance

The person for ensuring that appropriate insurance cover has been arranged and is in place at school is:	School Business Manager
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Appendix A –  
Duty Holders (at time of issue)

<b>Role</b>	<b>Name</b>
Chair of Governors	Mrs M Sampson
Headteacher	Mr D Littlemore
School Business Manager	Mrs Claire Brown
Site Team Manager	Mr Jawaid Aslam
Deputy Head	Ms M. Morris

## Appendix B – First Aiders (at time of issue)

**All accidents must be recorded by reporting using the Every on-line system**

*Every can be found as a shortcut on your PC.*

Location	Name	Ext	Job Role	First Aid boxes Located
A Block	Ms C Matten (FAW)	355	Alt Curr/HOY11	Music/Drama Office, Art Office & Art 3
B Block	Ms T Dowling (Schools 1 <sup>st</sup> Aid)	386/ 310	Science	Grd - B3, B4 1 <sup>st</sup> - B11, B12, B13, B14, B15 2 <sup>nd</sup> - B21, B22, B23, B24, Science Prep Rm
C Block	Mrs T Scandrett (Schools 1 <sup>st</sup> Aid) Mr A Seal (Schools 1 <sup>st</sup> Aid)	316/ 221 241	Food Technician Geography	Grd – Science Prep Room, C3, C4, C5, C10, C11, C14 & Tech Office 1 <sup>st</sup> - Staff Room & E-learning
D Block -KS3 Hub -KS4 Hub	Mrs J Clyne (FAW) Ms T Khan (FAW) Mrs J Moore (FAW) Mr S Alexander (Schools 1 <sup>st</sup> Aid) Ms R Ralston (Schools 1 <sup>st</sup> Aid) Ms C Matten (FAW) Mr R Gerrard (FAW)	226 227 381 336 368 230 358	Senior Hub Co-ord KS3 Hub Co-ord KS4 Hub Co-ord PE Teacher/HOY8/ASL Transition/HOY7 Alt Curr/HOY11 PE Teacher/HOY10	Grd - Delivery Rm, Reception Ground floor kitchenette
Sports Hall	Mr A Dorliac (Schools 1 <sup>st</sup> Aid) Mr R Gerrard (FAW) Miss L Blake (Schools 1 <sup>st</sup> Aid) Mr J Crowe (Schools 1 <sup>st</sup> Aid) Mrs C Schofield (Schools 1 <sup>st</sup> Aid)	338	PE PE/HOY10 PE PE PE	PE Office
L Block	Mrs M Scott (Schools 1 <sup>st</sup> Aid)	386	Health & Social Care	L Block Office & L04
Loddon				