



# Health & Safety Policy

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## **Rationale**

Emirates International School Meadows (EISM) strives to achieve the highest standards of health, safety and welfare consistent with their responsibilities under UAE Law. This policy aims to establish Health and Safety standards and provide guidelines of action to ensure a safe and healthy environment for students, staff and visitors to EISM.

## **Procedures**

### **Responsibilities of the Principal:**

Overall responsibility for the day to day management of health and safety in the school rests with the Principal. As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

- Communicating the policy to all relevant parties.
- Ensuring there is an effective system in place for undertaking risk assessments.
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy.
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the establishment has emergency procedures in place.
- Reporting to the Govern any hazards which cannot be rectified within the establishment's budget.
- Ensuring there is no misuse of premises, equipment etc.;
- Ensuring that the premises and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to the Directors;

### **Responsibilities of the Health and Safety Committee Members:**

The Head of the Committee works closely with the Head of Operations to ensure that all aspects related to Health & Safety are regularly monitored and any issues are addressed. The Head of the Committee will liaise as necessary with other relevant staff as required and he/she will take primary responsibility to:

- Carry out regular walkarounds with the Head of Operations and the Principal to ensure that no health and safety hazards are present.
- Chair regular meetings with all key staff members with responsibility for Health and Safety. This will include the Principal, Heads of School, School Doctor, Head of Security, Heads of Science and Physical Education, Safeguarding Lead and Head of Admissions. (note: additional staff members will be invited as deemed necessary by the Head of the Committee).
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public/students and equipment.
- Ensure that there are risk assessment procedures in place.
- Review and update the H&S policy as and when required.
- Delivering annual Health and Safety Professional Development to all staff.
- Report to the Principal any circumstance preventing him/her from carrying out his/her Health & Safety responsibilities.

### **Responsibilities of the Head of Operations:**

The Head of Operations will ensure the safety of the site and report to the Head of the Committee any potential Health and Safety issues. The Head of Operations will take responsibility for:

- Ensuring that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable, kept free from obstructions and that all fire escape doors are properly identified with signs as well as being accessible when the school is in use.
- Arranging for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users.
- Ensuring that all security doors, e.g. Electrical rooms, Pump rooms etc. are identified and secured against unauthorised entry.
- Ensuring, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensuring that all fixed and portable electrical equipment receives inspection/maintenance in accordance with guidance.
- Ensuring that all fire appliances are properly maintained, checked and kept in the designated locations.
- Ensuring that fire procedure notices are properly maintained and correctly displayed.
- Ensuring all maintenance works are completed to the required standards

### **Responsibilities of line managers:**

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements
- Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health and safety problems with members of staff or refer to the Principal, any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of employees:**

Under UAE Law, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

- Ensure their area of work is checked daily to ensure that no health and safety hazards are present.
- Do not bring and or use non school electrical items within the campus.

- Ensure that any drinks are in a cup with a well secured lid.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **Responsibilities of Students:**

- Be responsible for own and fellow student's health and safety.
- Report issues affecting/that could affect health and safety of self and other students to staff members.
- Adhere to school's dress code policy, ensure proper attire meeting health and hygiene standards, and wear appropriate footwear.
- Obey instructions of staff during emergency.

### **Responsibilities of Parents:**

- Please inform school if your child(ren) is/are sick.
- Inform school of any special health and safety requirements of your child(ren) (for example, special medications, food allergies, etc.).
- Please keep your child(ren) at home if your child(ren) suffer(s) from symptom(s) such as fever, diarrhoea, vomiting, or other communicable diseases, inform the school if your child(ren) suffer(s) from symptom(s).
- Parents are required to provide medical clearance from certified medical organizations in event child(ren) are sent home due to sickness or for quarantine.

### **Responsibilities of Visitors:**

- All visitors must register with security on arrival and read the notice on Child Protection.
- All visitors must wear visitor identification badge at all times until they leave school premises.
- All visitors must be informed about and adhere strictly to campus health and safety requirements and regulations.
- Adhere to school's health and safety rules and regulations.

### **Access to the Building**

It is a Health and Safety/ Safeguarding priority that access to the school site is monitored closely in order to ensure the safety of all students and staff. All staff, parents, and visitors are asked to observe the school's procedures. In addition to 24-hour CCTV we have the following in place:

- Meetings- parents who have arranged to meet with a member of staff should sign in at reception and wait for the teacher to collect them, or to be escorted to the meeting room. Parents do not have unescorted access to the school building.
- Visitors' Code of Conduct- all visitors should review the sign at reception regarding safe conduct for visitors while on campus.
- Signing in- all visitors sign in at reception and must present ID. Parents and nominated persons such as drivers or nannies have school ID which must be worn at all times in the school building.

Other visitors must leave a photo ID such as driving license or Emirates ID with security staff and will be asked to wear a visitor pass.

- Staff- black lanyards
- Parents/nominated persons- green lanyards
- Visitors- purple lanyards
- External LSA, ASA staff/Cleaners – blue lanyards.

### **Safety in Learning and Teaching**

Classes and events with potential for accidents shall go be thoroughly assessed for risks by teaching staff. Examples include usage of cooking equipment, or usage of laboratory equipment. Physical Education, Science classes shall provide students with thorough instructions on safety protocols, specialist teachers in such areas shall possess relevant professional qualifications, are experienced and/or meet specific health and safety requirements of such classes.

### **Furniture and Equipment**

All furniture and teaching equipment used by school is manufactured by reputable manufacturers with appropriate certifications, it is suitable for student age groups, free from health and safety risks. All staff are responsible for regular inspection of equipment and furniture to check for functionality and safety. If defects are found, immediately notify maintenance team to follow up with either repair or replace.

### **Housekeeping**

School has housekeeping standard operating procedures and expectations, including protocols for use of equipment and maintenance, use and storage of cleaning detergents/chemicals, and waste management etc. Special management plans are drafted for special zones, extreme weather, special events etc. Considerations are made to reduce/dilute effect of cleaning agents/chemicals, reduce noise pollution and air pollution (from dust) to ensure physical wellbeing of all on campus. School draft housekeeping plans based on actual needs on campus, we have protocols for daily inspection of housekeeping quality, and conduct regular risk assessment in housekeeping work.

### **Wheelchair/People of Determination Access Facilities**

Each school buildings has at least one wheelchair/disabled access. All-access ramps are in place to accommodate wheelchairs and the angle of slope shall is comfortable for someone on a wheelchair to wheel themselves up. Elevators have wheelchair accommodating capability.

### **Dangerous/Prohibited Areas**

EISM expects students to obey rules, we inform students and explain to them to stay away from prohibited areas. Warning signs clearly show students that they may not enter prohibited areas without a staff member being present. Without express permission from staff member, students may not enter in kitchen areas. All windows have maximum restricted opening to prevent students from extending their body outside the windows. Students are prohibited from sitting atop window ledges or balcony railings.

### **Emergency Medical Support and First Aid**

The school has designated area for the school clinics and isolation room, it is stocked with a first aid kit and AED kit. School has a name list of staff who received emergency medical support/first aid training and their office locations. Locations of first aid kit and AED kit is also clearly shown and at least one of the medical staff is designated as caretaker of such kits responsible for regular checks and materials replenishment as necessary.

School has a protocol to handle incidents classified as a life- threatening/medical emergency. This protocol includes how to correctly observe symptoms, preliminary classification of injury, procedures for

administering first- aid, protocols for contacting ambulance, designated person to accompany patient to hospital, contingencies in event the nurse is unavailable etc. School arrange for first-aid training for key staff, and arrange for refresher course training each year.

For further details, please see the appendices below:

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Inspection/Maintenance of Emergency Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Lifting and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Risk Assessments
- Appendix 12 - Offsite visits
- Appendix 13 - Work at Height
- Appendix 14 - Vehicles
- Appendix 15 - Lettings
- Appendix 16 - Contractors
- Appendix 17 - Stress Appendix
- Appendix 18 - Legionella

### **Links to other policies**

Emergency Evacuation Procedures

Safeguarding

## Appendix 1

# FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented according to Civil Defence Guidelines.

## EMERGENCY PROCEDURES

### Fire and Evacuation

The evacuation procedures are made available to all staff and included in the establishment's induction process, staff handbook and the classroom directory for any substitute teachers' information.

An outline of evacuation the fire/evacuation plan is made available to all contractors / visitors and is posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the security Supervisor and the site manager (these are kept in the MDF room)

### Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire evacuation log book;

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only use firefighting equipment to aid evacuation. Fire marshals who have received training should be responsible for doing this in the first instance.
- On detecting a fire staff must raise the general alarm before evacuating the building.
- **Details of service isolation points** (i.e. gas, water, electricity). These are all external to the building and full details are available from the Maintenance Coordinator.
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Lab Assistants as appropriate, for consultation.

## Appendix 2

# INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

## TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points, alarms and firefighting systems will be regularly tested by civil defence as according to UAE law. A record is kept with the Maintenance Coordinator in the Fire log book.

Any defects on the system will be reported immediately to the Maintenance Coordinator *[Masis ext. 250]*

A fire alarm maintenance contract is in place with *[Vision Safety 04-8237000]* and the system as tested each quarter by them.

Smoke and heat detectors are tested on a quarterly basis by *[Vision Safety 04-8237000]*

## INSPECTION OF FIRE FIGHTING EQUIPMENT

*[Vision Safety 04-823700]* undertakes an annual maintenance service of all firefighting equipment

Weekly checks by the security team ensure that all firefighting equipment is available for use and operational and they look for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to *[Vision Safety 04-8237000]*

## EMERGENCY LIGHTING SYSTEMS

These systems will be checked quarterly by Vision Safety. Test records are kept with the Maintenance Coordinator

## MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational. (Site Manager and Head of Security)



## Appendix 3

### FIRST AID AND MEDICATION

#### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

<b>FIRST AID BOXES IN PRIMARY SCHOOL BUILDING</b>			
<b>SNO</b>	<b>FIRST AID BOX</b>	<b>ROOM NUMBER</b>	<b>DESIGNATED AREA</b>
<b>Basement</b>			
1	High School Gym	B32a	On the wall right in front
2	Primary School PE	B32b	Under the table
3	High School PE	B29	On the Left Wall
<b>Ground Floor</b>			
4	Primary Clinic	29	2nd room inside the cabinet.
5	Field Trip First Aid Box Primary Clinic	29	2nd room top of the cabinet
6	Mr Tim Wade	39	On the top of cabinet
<b>First Floor</b>			
7	Mrs Natalie Bridges	127	Right side of the entrance
<b>FIRST AID BOXES IN HIGH SCHOOL BUILDING</b>			
<b>Basement</b>			
<b>SNO</b>	<b>FIRST AID BOX</b>	<b>ROOM NUMBER</b>	<b>DESIGNATED AREA</b>
1	Swimming pool	B17	fixed to the wall near to the entrance door
2	Art room	B9	fixed to the wall near to the entrance door
<b>Ground Floor</b>			
3	Main Reception/ High School Foyer	HS reception	fixed on the wall above the employee finger id machine
4	Physics Lab	68	fixed on the wall near to emergency/ fire exit door
5	Physics Lab	71	fixed on the wall near to Lab assistant's room
6	Physics Lab	74	fixed on the wall near to emergency/ fire exit door
7	High school clinic (field trip kit 2)	5	first aid bags kept in locked cupboard near clinic entrance door
8	High school clinic (field trip kit 3)	5	first aid bags kept in locked cupboard near clinic entrance door
	High school clinic (fire emergency)	5	first aid bags kept in locked cupboard near clinic entrance door
<b>First Floor</b>			
9	School Library	102	fixed on the wall behind the entrance door
10	School Library	103	fixed on the wall behind the entrance door
11	Biology lab	155	fixed on the wall near the teaching board
12	Biology lab	158	fixed on the wall near to Lab assistant's room

13	Biology lab	161	fixed on the wall near to emergency/ fire exit door
<b>Second Floor</b>			
14	Chemistry lab	255	fixed on wall near to emergency/ fire exit door
15	Chemistry lab	258	fixed on wall near to lab assistant's room
16	Chemistry lab	261	fixed on wall near to emergency/ fire exit door
17	Art room	209	fixed to the wall near to the entrance door

### **MAINTENANCE OF THE FIRST AID KITS:**

1. The first aid boxes are checked periodically every 6 - 8 weeks (at least once every term).
2. Lab assistants are responsible for the first aid boxes in the labs and can inform if anything is missing in the first aid box or if any item finishes before the next checking.
3. The eye wash solutions in the labs are changed by the lab assistants every 3 months and they update the clinic if new ones are required.

**Transport to hospital:** If the Medical Staff, First Aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

### **Blood Spillages**

Protection procedure from blood borne viruses and basic infection control will be followed.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / guardian and with the consent of the Principal. Records of administration will be kept by the School Doctor.

All medications kept in school are securely stored in the medical room with access strictly controlled.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in the teacher's draw (and clearly labelled) for Primary Students and by the individual student in the High School. All medication stored in classrooms should be done with assigned parental agreement.

Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

## Appendix 4

### ACCIDENT REPORTING PROCEDURES

Employees must report all accidents and violent incidents. These are to be recorded as follows:

- Accidents, dangerous occurrences, and near misses on the Serious Accident Report (SAR) form.
- Violent incidents and verbal abuse on the Serious Incident Report (SIR) form.

Copies of these forms are available on the google drive or from the Head's of School or Deputies.

The Head of High School will countersign the report form for the High School and the Head of Primary will countersign for the Primary School. The original should be kept at the establishment and the employees retain a copy if personal. The Medical Staff will complete the injury assessment component of the report.

- A local accident book (located in the medical room) is used to record all minor incidents to pupils any more significant incidents must also be reported using the forms described above.
- The Medical clinic staff will maintain the accident register for the school.
- School accident reports will be monitored for trends by the School Doctor and a report made to the Principal, as necessary.
- The Principal or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

#### **Reporting to the Health and Safety Team (HST).**

In the event of a fatality or major injury these incidents will be reported immediately to the School Health and Safety Team and the Principal.

The Principal will report immediately to the chair of the board of Governors. In the event of an incident resulting in:

- Students or other non-employees being taken to hospital.
- Damage to the school campus.
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the School within 24hrs of the incident occurring.

## Appendix 5

### LONE WORKING

Staff must always use the ID card machine to register entering and leaving the building.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. Staff can remain on campus until 8pm (Monday to Friday), unless there is a specific event or function which will be pre-approved.

Where lone working cannot be avoided staff should:

- Obtain the Principal or Head of Section's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

## Appendix 6

# HEALTH AND SAFETY INFORMATION & TRAINING

## CONSULTATION AND COMMUNICATION OF INFORMATION

### Consultation

### Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

## HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Head of the Health and Safety Committee.

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities. Please refer to the lists kept with HR.
- refresher training where required

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing attention to the Principal /Head of Section to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## Appendix 7

### WORK EQUIPMENT

All staff are required to report to the Head of Section or their Deputies if any problems are identified with equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

#### Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to regular testing conducted by the electrician. The H&S team monitor and review the quality and upkeep of electrical equipment.

Personal items of equipment (electrical or mechanical) **must not** be brought into the school.

Any drinks must be covered by a secure lid.

Major fixed wiring circuits will be checked at least once every five years.

#### Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Maintenance Team will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (Who can assess risk)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON (for inspection and repair)</b>	<b>INSPECTION PERIOD (E.G. Termly, annually)</b>
Access equipment e.g. ladders, tower scaffold	Maintenance Coordinator & Head of Security	Maintenance team TAs/Proctors can use ladders	Maintenance	Ladders termly Tower scaffold on erection and then daily while being used.
Caretaking/cleaning equipment including hand tools	Site staff / caretaker Maintenance Coordinator	Site staff / Maintenance Coordinator	Site staff / Maintenance	school to determine following manufacturers advice
Grounds maintenance equipment	Site staff / caretaker Maintenance Engineer	Site staff / caretaker	Site staff / Maintenance	school to determine following manufacturers advice
Gas appliances (including school catering equipment, boilers, food tech etc.)	Site staff / Teaching staff /Lab Assistants Maintenance Coordinator		Registered contractor	Annually
PE and play equipment	PE HODs/PS Teachers		Approved contractors	PE: Annually Play: 6 Months

LEV, dust extraction /fume cupboards	Teachers, Lab Assistants, HOD Science Maintenance Dept		Approved contractor School maintenance department	Daily, Weekly, Annually
Technology Equipment	IT Manager		Approved contractor	
Art/Design Equipment	HOD Art	Art Department	Art Department	Weekly
Portable electrical equipment	School Electrician		Maintenance	Based on reports of staff
Lifts/lifting equipment	Maintenance		OTIS	Lifts monthly by the contractor and 6 Months by third party inspector Evacuation Chairs– 6 monthly

## Appendix 8

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science and Art) the Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or to choose the least harmful of substances.

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health (is/are) Head of Science/Purchasing Dept.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled.
- Suitable personal protective equipment (PPE) has been identified and available for use PPE is to be provided free of charge where the need is identified as part of the risk assessment.



## **Appendix 9**

### **LIFTING AND HANDLING**

#### **MANUAL HANDLING OF LOADS**

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

## Appendix 10

### HEALTH AND SAFETY MONITORING AND INSPECTION

General workplace inspections of the site will be conducted at least termly and be undertaken/co-ordinated by the Principal, Head of Health & Safety Committee and the Site Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Responsibility for following up items detailed in the safety inspection reports will rest with the Site Manager.

## **Appendix 11**

### **RISK ASSESSMENTS**

#### **General Risk Assessments**

The school risk assessments will be co-ordinated by the Head of the Health & Safety Committee and other nominated staff where/when appropriate.

Specific risk assessments relating to individual persons, e.g. staff member or young person/student are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

#### **Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by the School Doctor.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

#### **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

## Appendix 12

### OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Teacher's Handbook and as per the school trip procedure. All Field Trips must be risk assessed by the teacher visiting the location.

### WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated persons responsible for working at height are Head of Operations and Head of Security.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

## Appendix 14

<b>VEHICLES ON SITE</b>
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Vehicular access to the school is restricted to school staff, visitors and parents / guardians when bringing children to school or collecting them.

All staff are expected to register their vehicle with security.

The side gate access is shut between at 8.10 am – 12.50 pm and 1.10 pm – 2.30 pm. The front side access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## **Appendix 15**

### **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the HR Department.

See HR Department for details of Terms and Conditions.

## **Appendix 16**

### **CONTRACTORS**

All contractors must report to the Main Reception / Security where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head of Security is responsible for monitoring areas where the contractor's work. The Maintenance Coordinator, IT Manager and Purchasing Department keep records of contractor work in their area.



## Appendix 17

### STRESS

The School, Board and HR Department are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

School Counsellors and the Medical team are available to students and staff where appropriate.

## Appendix 18

<b>LEGIONELLA</b>
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The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

The Head of Operations will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

The Head of Operations will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

Tests are conducted for legionella in the shower rooms and reports are kept by the Maintenance Team.