



DISCOVERY
EDUCATIONAL TRUST

Health and Safety Policy

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1. PREFACE

- 1.1 This policy makes an unequivocal commitment to high standards of health and safety (H&S). Although the School Headteachers (HT) have ultimate responsibility for implementing the Policy, all DET employees have an important part to play.
- 1.2 Every Line Manager is responsible for implementing the Policy in his/her area of responsibility. Every employee must comply with the Policy and co-operate with colleagues to achieve high standards of H&S.
- 1.3 Responsibilities of employees are outlined in this document. Included are arrangements (H&S procedures) for ensuring that the Policy objectives are met.
- 1.4 This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the DET, the Trust Board (TB), the Local School Committees (LSC) or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

2. STATEMENT OF INTENT

- 2.1 DET does all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, visitors and contractors.
- 2.2 DET ensures, so far as is reasonably practicable, that the H&S of pupils and other non-employees, who may be affected by its work activities, is not endangered.
- 2.3 The responsibility for implementing this Policy lies directly and personally with Line Managers, from the HT and Senior Leadership Team (SLT) members, through to every employee.
- 2.4 Copies of the H&S Policy are displayed on the H&S Notice Board at each DET School.
- 2.5 Risk Protection Arrangement (RPA) confirmations are displayed on the H&S Notice Board at each DET School.

3. OBJECTIVES

To implement the Policy, the objectives are:

- 3.1. To ensure that all activities are carried out safely without risk to health, so far as is reasonably practicable.
- 3.2. To ensure that there is an effective management system that is in line with Health and Safety Executive (HSE) Guidance Document “Managing for Health and Safety (HSG65)” and is integrated with other operating procedures and processes.

- 3.3. To ensure that there is an effective system of risk assessment throughout all areas of all DET Schools and that such assessments are monitored and updated appropriately and on a timely basis.
- 3.4. To ensure that there are Codes of Practice and effective safety procedures covering work activities across all DET School sites.
- 3.5. To ensure that all employees are aware of their own personal responsibilities.
- 3.6. To ensure that all new employees are aware of the H&S Policy and the appropriate H&S procedures to implement it.
- 3.7. To ensure that all visitors, contractors and suppliers of goods and services comply with relevant H&S requirements.
- 3.8. To ensure that there are effective means for employee consultation on all H&S issues.
- 3.9. To provide specialist professional support to Line Managers on all H&S matters.
- 3.10. To ensure access to specialist help and advice, where necessary, including ongoing advice on changes that may be required to DET's safety management standards resulting from legislation, approved Codes of Practice or British Standards.
- 3.11. To have and make readily available, when required, detailed H&S information about substances, materials, articles, processes, plant and equipment employed by the DET Schools.
- 3.12. To monitor the implementation of the H&S Policy.
- 3.13. To ensure that the Policy is reviewed as required and, at least, annually.

4. ORGANISATION AND RESPONSIBILITIES

4.1 Trust Board

The TB recognises and accepts its overall responsibility for H&S in DET, for the operation of this H&S Policy and for compliance with all statutory requirements and Health and Safety Executive Codes of Practice. Day-to-day responsibility for H&S is delegated to other DET employees as detailed in the following sections.

4.2 Headteachers

The HTs are accountable to the LSCs for the implementation of the H&S Policy. They will also discharge DET's overall duty as employer. The discharge of these duties will be through Line Managers. The HTs are responsible, in particular, for implementing systems, processes and controls to ensure that:

- 4.2.1 The H&S Policy is brought to the attention of all employees and made readily accessible.
- 4.2.2 Codes of Practice (i.e. School Policies) are available for each work activity carried out in the Schools.
- 4.2.3 Adequate First Aid procedures exist, including the provision of sufficient First Aiders and that all employees are aware of these arrangements. This should include at times when employees are present outside of the normal hours of the Schools.
- 4.2.4 Accidents/incidents/near misses are reported using the established procedures and investigated to prevent recurrence.
- 4.2.5 There are effective systems for communication and consultation with employees and H&S Representatives on H&S matters and reasonable time and facilities are provided for H&S Representatives to undertake their function.
- 4.2.6 Training needs are identified and appropriate arrangements and resources are made available for training to take place.
- 4.2.7 Risk assessments are undertaken throughout all areas and activities of the Schools and any significant findings are recorded and managed appropriately.
- 4.2.8 New employees receive appropriate H&S information and induction training and ongoing H&S training as is relevant to their role.
- 4.2.9 A proactive system is in place for ongoing monitoring of H&S procedures.
- 4.2.10 Emergency procedures are identified, developed, maintained and practiced throughout the Schools.
- 4.2.11 Arrangements are in place for ensuring an effective vetting, selection and management process of contractors.
- 4.2.12 H&S matters that cannot be resolved are escalated to the LSCs.
- 4.2.13 The HTs and SLTs demonstrate high standards of H&S.

4.3 Deputy/Assistant Headteachers

In the case of any unplanned or extended absence of the Headteacher (HT), the Executive Headteacher (EHT) will designate a Deputy Headteacher (DHT) or Assistant Headteacher (AHT) to become acting HT during this period.

All DHTs/AHTs have the following specific responsibilities:

- 4.3.1. To ensure that all accidents/incidents/near misses are recorded in accordance with this Policy using the Accident/Incident/Near Miss Report Form (refer Appendix 1).

- 4.3.2. To ensure that any incident that comes under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is duly reported and investigated and a record kept.
- 4.3.3. By liaising with the HT and Trust Estate Manager (TEM), to ensure that emergency procedures are advised to all employees and pupils and are practiced on a routine basis in accordance with the frequencies detailed in each specific procedure.

4.4 Trust Estate Manager

The TEM acts as the School Safety Coordinator for all DET Schools. Specific duties include:

- 4.4.1. Establishing arrangements for dealing with H&S matters such as:
- The dissemination of H&S information to all employees.
 - Ensuring that accidents/incidents/near misses are investigated, when requested by a member of a SLT.
 - Ensuring that H&S matters raised by employees are dealt with promptly, or referred to SLTs as necessary.
 - Maintaining a central file of Codes of Practice (H&S procedures).
 - Maintaining Schools' security.
- 4.4.2. Coordinating and monitoring all aspects of H&S Policy and practice and informing the HTs of the findings.
- 4.4.3. Ensuring that premises defects (which affect H&S) and other H&S matters are dealt with or, if this is not possible within his/her authority/budgetary control, ensuring that they are raised with the HT/LSC.
- 4.4.4. To attend regular meetings with each of the Local Governors having responsibility for H&S.
- 4.4.5. Liaising with the Lettings Officers for overseeing arrangements for lettings.
- 4.4.6. Ensuring that all contractors appointed for premises activities are suitably vetted and selected on H&S grounds and for liaising with contractors (including catering, cleaning, grounds maintenance, equipment maintenance and building work) to ensure that safe working practices are agreed before work commences and are implemented when the work commences.
- 4.4.7. Ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the Schools and that contractors are aware of any special risks to children, which might arise out of their work.
- 4.4.8. Liaising with any external consultant that the Schools may wish to appoint from time to time.

- 4.4.9. Ensuring that the H&S Policy is implemented in areas and activities for which the TEM is responsible.
- 4.4.10. Liaising with the Head of Leisure & Arts Faculty at SMS and Subject Leader (PE) at CHS with regard to the operation of the sport facilities (including the swimming pool) in accordance with the Codes of Practice.
- 4.4.11. Ensuring that premises defects are remediated and, where issues involving capital expenditure are needed, to notify the HT accordingly.
- 4.4.12. Maintaining an Asbestos Register and ensuring that the asbestos surveys are regularly reviewed and updated.
- 4.4.13. Ensuring that an annual inspection programme of asbestos, as per the Asbestos Register findings, takes place.
- 4.4.14. Ensuring that the fire risk assessment and other significant premises-related risk assessments are completed, addressed and monitored.
- 4.4.15. Ensuring that legionella and water assessments are completed and that safe working and maintenance procedures are in place to ensure effective risk management.
- 4.4.16. Ensuring that emergency procedures are determined, recorded and practiced (including Fire Drills).
- 4.4.17. Maintaining and testing the fire alarm system and recording the results in the Fire Register.

4.5 Additional Trust Estate Manager Responsibilities

- 4.5.1. Ensure that DET Schools are compliant with all legal obligations in respect to H&S.
- 4.5.2. Support the H&S School Leads, Line Managers, other responsible staff and individual employees in undertaking their responsibilities in respect to H&S.
- 4.5.3. Undertake accident/incident/near miss investigation and prevention and make recommendations to the H&S Committees of all Schools.
- 4.5.4. Identify H&S training needs and arrange/undertake these, as appropriate.
- 4.5.5. Assess the work environments, at least, on a termly basis and report to the H&S Committees of all Schools.
- 4.5.6. Undertake proactive monitoring, preparation and coordination of H&S audits and monitor safety by termly inspections.
- 4.5.7. Review the H&S Policy, at least, annually.

4.6 Responsible Staff

- 4.6.1. Key staff, e.g. Heads of Department/Faculty, are responsible, so far as is reasonably practicable, for implementing the H&S Policy within their Faculty/Department.
- 4.6.2. In particular, they are responsible for ensuring that:
- 4.6.3. So far as is reasonably practicable, activities under their control are carried out safely and without risk to health.
- 4.6.4. Risk assessments are completed, recorded and shared for all areas and activities in their remit and safety measures implemented accordingly.
- 4.6.5. The implementation of the H&S Policy is properly monitored in his/her area of responsibility; carrying out inspections of the workplace and equipment as required.
- 4.6.6. Employees are consulted on H&S issues.
- 4.6.7. Training needs are identified for employees under their management and arrangements are implemented to ensure that they are adequately trained, informed, instructed and supervised.
- 4.6.8. Codes of Practice appropriate to the Curriculum Area are brought to the attention of all employees in the Area.
- 4.6.9. Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- 4.6.10. All accidents/incidents/near misses occurring in the Area are reported and an Accident/Incident/Near Miss Report Form is completed (refer Appendix 1).
- 4.6.11. Reasonable arrangements for allowing H&S Representatives to carry out their functions are complied with.
- 4.6.12. Employees are aware of fire and other relevant safety and emergency procedures.
- 4.6.13. New employees receive all appropriate H&S information/training, including departmental safety procedures.

4.7 Class Teachers

The safety of pupils is the responsibility of the Class Teacher. This also applies to Early Career Teachers (ECT), who must be made aware of their responsibilities by their Line Manager, Mentor or Induction Tutor.

A Class Teacher is expected to:

- 4.7.1. Know the emergency procedures in respect of Fire and First Aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
 - 4.7.2. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety.
 - 4.7.3. Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of Fire and First Aid and the special safety measures of the teaching area; this includes ensuring that the pupils' care plans are read, understood and implemented where there are Special Educational, medical, physical or emotional needs.
 - 4.7.4. Give clear instructions and warnings as required (notices, posters, handouts are not enough).
 - 4.7.5. Ensure that pupils' coats, bags, cases etc. are safely stored and not left in walkways.
 - 4.7.6. Identify and arrange for protective clothing, guards, special safe working procedures etc., when necessary.
 - 4.7.7. Be familiar with risk assessments appropriate to the work activity and the consequent protective and preventative measures. If there is no risk assessment for work activities where there is a risk to anyone's H&S, the Class Teacher must raise the matter with the appropriate responsible staff member.
 - 4.7.8. N.B. In many cases, the risk assessment will be implicit in the Codes of Practice.
- i. Assist in relieving pupil congestion in corridors and stairwells by:
- Always attempting to release a class punctually.
 - Before releasing a class, always checking the situation in the corridor/stairwell.
 - When clear (not congested), escorting a class to the stairwell.
 - Remaining in the corridor/stairwell areas until any congestion is relieved.

4.8 Mid-Day Assistants/Duty Staff

Mid-Day Assistants/Duty Staff are responsible for the safety of pupils during the mid-day period. They must exercise effective supervision of pupils and know the procedures in respect of Fire and First Aid.

4.9 All Line Managers

All Line Managers are responsible for ensuring that the H&S Policy is complied with and that all necessary arrangements have been implemented in their areas of activity.

The Line Managers' direct responsibility for H&S is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the H&S implications of that decision.

In addition to ensuring that work activities under their control are carried out safely and without risk to health, so far as is reasonably practicable, Line Manager responsibilities include:

- 4.9.1. Monitoring the implementation of the H&S Policy in their area of responsibility.
- 4.9.2. Carrying out inspections of workplaces and equipment.
- 4.9.3. Ensuring that accidents/incidents/near misses are investigated and reported.
- 4.9.4. Ensuring that employees under his/her management are aware of their responsibilities for H&S.
- 4.9.5. Making suitable arrangements for consultation with employees and H&S Representatives.
- 4.9.6. Ensuring that employees under his/her management are adequately trained, informed, instructed and supervised.

4.10 School Nurse (or other employees assuming those responsibilities)

The responsibility of the School Nurse, or other employees assuming those responsibilities, is to effectively take charge of the day-to-day health of each child within the School and to ensure that effective First Aid arrangements are in place and operational for the whole School. He/she will do this by:

- 4.10.1 Identifying First Aid training needs, First Aiders and First Aid equipment throughout the School and advising the HT of any resourcing requirement.
- 4.10.2 Overseeing the initial response and management of First Aid/medical emergencies within the School, as required.
- 4.10.3 Ensuring that effective clinical infection procedures are in place in the Medical Room/area to prevent cross contamination.
- 4.10.4 Ensuring that effective procedures for management of sharps are in place.
- 4.10.5 When provided by care givers for pupil use, ensuring that effective and safe storage, management, use and disposal of medication procedures are in place.
- 4.10.6 Reference should also be made to each School's First Aid Policy.

4.11 All Employees

All employees have the following responsibilities:

- 4.11.1. To take reasonable care of their own H&S and that of all persons affected by their acts or omissions (things they do or fail to do).
- 4.11.2. To co-operate with the School and LSC, so far as is necessary, to enable the School to meet its responsibilities for H&S.
- 4.11.3. To use work equipment correctly and in accordance with instructions and training.
- 4.11.4. To inform a Line Manager of any work situations, which represent a serious and immediate danger to H&S and of any other H&S situations, which are causing them concern. Also, to notify a H&S Representative so that this can be monitored and raised at the H&S Committee, where employees are consulted and informed on H&S.
- 4.11.5. To report any accidents/incidents/near misses, which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

5. H&S REPRESENTATIVES AND CONSULTATION ARRANGEMENTS FOR H&S

5.1 Employee H&S Representatives

The LSC ensures, via SLT, the effective joint consultation on H&S matters with H&S Representatives. To ensure this, there will be a meeting once per term where the HT, Business Manager, TEM and employee H&S Representatives meet to consult and discuss H&S issues. Ex-officio members may be invited as appropriate (e.g. technical specialists, Local Governors etc.).

The following is discussed at a minimum:

- 5.1.1. Accidents/incidents/near misses and their management, including changes made as a result.
- 5.1.2. Fire safety standards and other emergency procedures and drills.
- 5.1.3. Risk assessment arrangements/developments.
- 5.1.4. H&S training requirements/arrangements.
- 5.1.5. Changes in H&S procedures/Codes of Practice within the School.
- 5.1.6. Changes in H&S legislation/HSE guidance etc. and how the School should address them.
- 5.1.7. Changes in technology/equipment and effects on H&S of employees and pupils.

5.1.8. Safety planning of school events and trips and review of such events that have recently occurred.

6. HEALTH AND SAFETY ADVICE

Essex County Council (ECC) Risk Management Consultancy Service has been appointed to assist in undertaking protective and preventive measures.

7. GENERAL ARRANGEMENTS FOR H&S

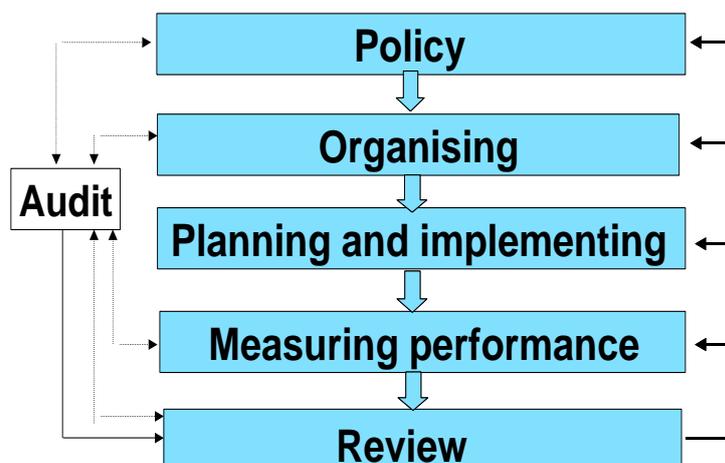
7.1 Codes of Practice (H&S Procedures)

Codes of Practice reflect the Schools' H&S procedures for implementing the H&S Policy objectives. These are derived from specific legal requirements and guidance from the HSE, Department for Education (DfE) and the ECC Risk Management Consultancy Service.

These Codes of Practice are detailed in the following section. They are stored on the intranet and a hard copy is stored in the TEM's office.

The general arrangements for managing H&S have been designed to reflect the HSE Guidance Document HSG65 "Managing for Health and Safety", as per the diagram below:

Health and Safety Management System - HSG65



Records to demonstrate compliance with the H&S Policy are kept as below:

7.2 Accident/Incident/Near Miss Reporting and Investigation

Any accident/incident/near miss, however minor, should be reported to the TEM and an entry made on the individual School's Accident/Incident/Near Miss Report Form (refer Appendix 1). This form is available as detailed:

- SMS - direct from Medical Room or from the intranet (*All programs - staff - Intranet – Front Page - Accident form*).
- CHS - direct from Medical Room or Site Manager.
- LMS - direct from the School Office.

Records of all incidents are kept for a minimum of three years.

7.3 Pupil Reporting

Pupils may report accidents/incidents/near misses either directly to Reception, their Year Office or to any available SLT member. Any employee, who receives a report of an accident/incident/near miss from a pupil, must ensure that it is recorded on an Accident/Incident/Near Miss Report Form (refer Appendix 1), which must then be sent to the TEM for review and investigation.

7.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The TEM manages any injuries, diseases or dangerous occurrences, which are 'reportable' under RIDDOR.

Accident/Incident/Near Miss Investigation

All accidents/incidents/near misses must be investigated, as appropriate, to identify any failures in the management of H&S. Where necessary, reports are submitted to the LSC. Findings from the investigation are recorded and actioned by the TEM.

Where significant changes in policy, standard or capital expenditure are required, these are taken to the Audit and Risk Committee (ARC), for it to make a recommendation to the TB.

A Local Governor from the LSC meets termly with the TEM in order to identify any causes that might be remedied. At the same time, results from termly H&S monitoring initiatives are reviewed to establish if there is any link that can be identified to improve H&S standards.

Summary accident/incident/near miss information is provided to ARC on a termly basis.

7.5 Asbestos

In order to meet DET's duty to manage any asbestos on its premises in order to prevent exposure, the following is ensured:

7.5.1. That asbestos surveys are completed for all parts of the premises and records kept (held in the TEM's office).

- 7.5.2. That there is a record of where the asbestos or presumed asbestos is located, together with its condition and that this record is kept in an Asbestos Register (held in the TEM's office).
- 7.5.3. That appropriate action is taken to ensure that any asbestos containing material (ACM) cannot be disturbed, e.g. removed, encapsulated etc.
- 7.5.4. That an Action Plan is implemented in order that the Asbestos Survey is regularly reviewed, at least, annually and updated where relevant.
- 7.5.5. That contractors or others, who may encounter ACM during refurbishment or other works, are handed a copy of the Asbestos Register by the Receptionist/TEM before they commence work.
- 7.5.6. That any large capital work has a H&S Plan in line with the Construction (Design & Management) (CDM) Regulations 2015, which identifies and proactively manages potential contact with ACM.

7.6 Communication/Consultation Arrangements

The following arrangements are in place to ensure effective consultation and communication on H&S issues:

- 7.6.1. The LSC meets termly with the TEM to examine the reports of accidents/incidents/near misses with a view to identifying any causes that might be remediated. The LSCs also review the key findings from H&S monitoring initiatives and provide guidance on forward planning and implementation for safety, in line with the HSG65 management model (refer diagram at 7.1).
- 7.6.2. The TEM, School H&S Representative and Local Governor with responsibility for H&S meet termly to review H&S standards and risk assessments and agree priorities.
- 7.6.3. The Schools' H&S Committees meet termly. The Committees' purpose is to ensure an effective mechanism to enable two-way communication and consultation with employees on the following issues:
 - H&S legislation, standards and the Schools' arrangements for implementation.
 - H&S training needs.
 - Accident/incident/near miss statistics and ongoing measures to improve performance.
 - Changes in systems, technology or equipment that impacts H&S.
 - Risk assessment status and ongoing plans/targets for assessment.
 - Safety audit/monitoring arrangements, feedback and ongoing plans for improvement.
 - Employee H&S Representative input/feedback on H&S issues.

7.6.4. The Committees comprise the following:

- HT (Chair).
- TEM.
- Head of Finance.
- Employee H&S Representatives (including union and non-union representatives).
- Ex-officio members may attend from time to time (e.g. topic specialists, Heads of Faculty, Local Governors etc.).

7.6.5. H&S Policy/appendices are stored on the local resource area for each School for easy access of employees.

7.6.6. A H&S Notice Board is displayed in all three DET Schools.

7.6.7. A detailed H&S Report is submitted to ARC on a termly basis.

7.7 Contractors and Visitors

The Schools are liable for any actions by visitors and contractors to DET premises that impact H&S. To ensure that suitable contractors are selected and appointed, the following is actioned:

7.7.1. All contractors are suitably vetted and selected for the work, which will include details of H&S management (via the TEM).

7.7.2. Large tenders are vetted via Constructionline/Contractors Health & Safety Assessment Scheme (CHAS) or other similar system.

7.7.3. An "Approved Contractor List" is maintained detailing those contractors, who have been checked and confirmed as suitable.

7.7.4. All contractors have suitable insurance cover in the event of an accident/incident/near miss whilst on DET premises. This is checked by the TEM.

7.7.5. Contractor activities on DET premises whilst lessons are in progress are minimised.

7.7.6. All contractor activities are monitored to ensure that acceptable H&S standards are being maintained.

7.8 General Rules

Employees must direct all visitors, including contractors, to the School Reception in the first instance. Visitors are briefed on the hazards and procedures in the workplace and told of any rules that may affect them in the relevant area(s) that they are to visit. These rules are:

- 7.8.1. An employee must escort visitors around the building, unless they are regular visitors and are familiar with DET site rules.
- 7.8.2. Contractors are responsible for maintaining their work equipment in safe condition and in safe areas at all times.
- 7.8.3. All waste produced by contractors on DET premises must be stored in suitable receptacles, in a safe location and removed from site by the contractor.
- 7.8.4. Any contamination by oil, paint, thinners or other chemicals must be notified to the TEM as soon as possible.
- 7.8.5. Contractors carrying out work on the premises are fully briefed on the hazards and procedures that apply in the relevant work area.
- 7.8.6. Contractors must supply a copy of their H&S Policy and details of any process that could be hazardous to employees and pupils. When using chemicals or other substances that fall under the Control of Substances Hazardous to Health Regulations (COSHH), contractors must check with the TEM to ensure that these are acceptable for use at the Schools. All contractors are responsible for completing their own COSHH process assessments.
- 7.8.7. If using steps, ladders, scaffolding etc., contractors must take all proper precautions, including providing enough employees to erect and correctly use such equipment.
- 7.8.8. Contractors and visitors may not smoke anywhere on DET premises under any circumstances, at any time.

7.9 Disabled Access and Equality

- 7.9.1. The Schools make reasonable adjustments to allow access to employees and visitors with physical, sensory or mental impairments, e.g. ramps fitted where there are steps, walkways made wide enough for a wheelchair to move, handrails where there are a number of steps or uneven ground etc.
- 7.9.2. DET does not discriminate during recruitment and ongoing employee development because of impairment. All reasonable adjustments are made to enable a person to work, e.g. a lower desk for a wheelchair user.
- 7.9.3. Any employee, who has an impairment, which is being made more difficult by the work or work environment should report this to his/her Line Manager so that an assessment can be undertaken to identify what adjustments are needed to accommodate individual needs.

7.10 Display Screen Equipment

- 7.10.1. Any employees, who use Display Screen Equipment (DSE) as part of their employment are deemed a user and are, therefore, required to undergo a H&S workstation assessment. They are also covered by DET policy on eye tests and provision of glasses (refer Staff Handbook).
- 7.10.2. All DSE users receive a workstation assessment to identify if there are any hazards that could cause or contribute towards discomfort or safety. These assessments are completed, initially, with a self-assessment form, which is issued and then reviewed by the TEM and referred to the IT Manager. Problems related to provision of equipment and workstation layout are, initially, addressed by IT.
- 7.10.3. Issues relating to environment and furniture are forwarded to the TEM. Health issues are referred, initially, to the School Nurse, or other employees assuming those responsibilities, who liaises with the Line Manager regarding any ongoing treatment or action.
- 7.10.4. The TEM completes DSE assessments where the initial self-assessment identifies problems. The DSE assessment undertaken by the TEM includes an assessment of chair/desk/PC and whether any additional equipment is required. Referrals are made to Occupational Health and/or Access to Work if necessary.
- 7.10.5. Information and training is given to employees to help minimise any risks to health, safety and welfare.

7.11 Pupil Safety and Computer Use

- 7.11.1. All computer suites are set up by the IT technicians to meet ergonomic recommendations. Schools strive to provide equipment and furniture that enables adjustability to meet EU guidelines for adjustability and ergonomics to enable comfort.
- 7.11.2. Pupils are taught the principles of good posture, comfortable workstation layout and how to plan work so that short and frequent breaks can be incorporated without disrupting workflow or tuition.
- 7.11.3. Tuition and guidance on safe use of computer equipment is included in curricula activities for all pupils.

7.12 Eye Tests

- 7.12.1. Any employee considered a “user” of DSE is entitled to an eye test at the Schools’ expense.
- 7.12.2. Employees, i.e. not temporary or contract personnel, who require an eye test must obtain authority from the HT or a SLT member before an eye test is arranged.
- 7.12.3. A maximum contribution of £40 is payable to users of DSE, where the occupational eye examination shows that glasses are required *specifically* for DSE use, i.e. not general use. Employees should contact the Finance Team to arrange reimbursement on production of a receipt.

7.13 Electrical Equipment

To ensure the safety of employees, pupils and premises, the following is ensured:

- 7.13.1. That the circuitry is tested in accordance with BS 7671, at least, every five years. Records are kept by the TEM.
- 7.13.2. That any electrical contractors are competent and working to the current standards set by the National Inspection Council for Electrical Installation Contracting (NICEIC), i.e. 18th edition qualified.
- 7.13.3. That circuit breakers and other protective devices are fitted in the electrical system, where relevant. All science and technology rooms are automatically fitted with this equipment to enable safe use during lessons.
- 7.13.4. That portable electrical equipment, i.e. anything with a plug, undergoes regular visual inspection and periodic electrical testing arranged by the TEM or designated person. Items with high portability, e.g. kettles, are tested annually and those with low portability, every three years.
- 7.13.5. That teachers and technicians undertake visual checks before issue of any equipment and report problems to the TEM.
- 7.13.6. That electrical equipment brought into the Schools conforms to EC standards.
- 7.13.7. That personal items of electrical equipment are not permitted on site unless they have been electrically tested (Portable Appliance Testing (PAT)) and approval has been obtained from the TEM.

7.14 Fire Precautions

To ensure optimum standards of fire safety, the following is ensured:

- 7.14.1. That a fire risk assessment is completed, reviewed and updated annually. The TEM oversees this.
- 7.14.2. That fire alarm and detection equipment is installed where appropriate and maintained to BS 5389.
- 7.14.3. That firefighting equipment is installed and serviced annually.
- 7.14.4. That all employees are trained in fire safety arrangements for their workplace, which includes actions to take in the event of a fire.

- 7.14.5. That emergency evacuation procedures are determined, documented and tested regularly.
- 7.14.6. That fire drills occur at termly intervals in line with the Evacuation Procedure.
- 7.14.7. That suitable personnel, i.e. Fire Marshals, are appointed and trained to coordinate an emergency situation. The DHTs manage this.
- 7.14.8. That fire safety signs are prominently displayed.
- 7.14.9. That evacuation procedures include arrangements for disabled personnel and visitors.
- 7.14.10. That Personal Emergency Evacuation Plans (PEEPS) are devised for those who require assistance in evacuation/have special needs. This is achieved by:
- Admissions identifying those pupils, who may need assistance.
 - Human Resources (HR), during the enrolment/induction process of employees or following a change in an existing employee's health status.
- 7.14.11. That fire extinguishers are at convenient places throughout the premises. Their positions are clearly indicated by signs. A competent contractor maintains these regularly.
- 7.14.12. That green and white signs incorporating a pictogram of the "running man" indicate designated Fire Exits. Employees should be aware of the location of Fire Exits and should never block any Fire Exit doors or passageways at any time.
- 7.14.13. That fire safety notices are displayed around the premises. These must be read and understood. Fire drills are conducted termly to reinforce these instructions.
- 7.14.14. That records of fire drills are kept in the Fire Register.
- 7.14.15. That the Fire Alarm system is maintained by a specialist contractor and tested weekly by a Caretaker, using a different call point on each occasion. A record is kept in the Fire Register, which is held by the Site Manager.

7.15 First Aid

- 7.15.1. First Aid is the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.
- 7.15.2. The purpose is for the First Aider to maintain life in an emergency until professional help is available and to prevent a health condition or injury from deteriorating.
- 7.15.3. DET ensures that there are sufficient First Aid trained personnel and equipment throughout the Schools to deal with a First Aid emergency.

7.15.4. The School Nurse, or other employees assuming those responsibilities, oversees all First Aid arrangements and ensures that:

- An assessment of First Aid need and resource is completed and referred to the HT.
- Names of First Aiders are kept current and posted on Notice Boards in the Staff Room, Medical Room and Reception.
- First Aid boxes/equipment are kept at strategic places and details posted on Notice Boards as above. The School Nurse, or other employees assuming those responsibilities, updates these.

7.15.5. Refer also to the School First Aid Policies.

7.16 Designated First Aider(s)

Template available on local resource area. Refer also to the School First Aid Policies.

7.17 Location of First Aid Boxes

Template available on local resource area. Refer also to the School First Aid Policies.

7.18 Local Hospitals with a Casualty Unit

Refer to Appendix 2. Refer also to the School First Aid Policies.

7.19 Hazardous Substances and Processes including Dangerous Substances in Explosive Atmospheres

- 7.19.1. The Schools are fully compliant with the [Control of Substances Hazardous to Health Regulations 2002](#) and [Dangerous Substances in Explosive Atmosphere Regulations 2002 \(DSEAR\)](#).
- 7.19.2. Assessments of all processes and working areas that use or store hazardous and explosive substances are undertaken and specific procedures and recommendations for a particular work process that involves a degree of risk to individuals are issued.
- 7.19.3. COSHH and DSEAR assessments are held in the TEM's office as a central record and specific departments hold their own assessments.
- 7.19.4. Assessments for Science Departments are based on the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPPS) guidance and it is the HoD (CHS)/HoF (SMS) (Science) responsibility to ensure that they are completed, kept current and implemented. This responsibility would sit with the AHT at LPS.

- 7.19.5. Petrol and diesel is limited to 20 litres storage and is kept in the Caretaker's store in a metal cabinet at SMS. No petrol or diesel is stored at CHS or LPS.
- 7.19.6. Assessments for substances used for general cleaning, maintenance etc. of the School premises, including the swimming pool, are completed and managed by the TEM.

7.20 Radiation Protection Advice (RPA)

HoD (CHS)/HoF (SMS) (Science) has responsibility for Radiation Protection compliance.

- 7.20.1. The Schools use radioactive sources at a level that will require the services of the Radiation Protection Service provided through ECC H&S Advisory Service.
- 7.20.2. ECC H&S Advisory Service provides RPA.
- 7.20.3. The role of Radiation Protection Officer (RPO) for all Schools is undertaken by a specialist service purchased from the ECC Corporate Health & Safety Team.

7.21 Safety Signage

Employees must familiarise themselves with typical safety signage and hazard symbols expected on the products that they handle during the course of their employment. Typical hazard symbols are detailed below:



Toxic



Corrosive



Flammable

7.22 Spillage

- 7.22.1. Do not allow spilled liquids to enter the drainage system. Remove sources of ignition and ventilate the area naturally.
- 7.22.2. Contain and collect the spillage with non-combustible absorbent materials.
- 7.22.3. Identify the product and report to the TEM. The correct method of disposal should be identified and carried out according to the [Environmental Protection \(Duty of Care\) \(England\) \(Amendment\) Regulations 1991 \(amended 2003\)](#), and [The Hazardous Waste \(England and Wales\) Regulations 2005](#). The relevant safety data sheet for the product may provide useful advice and guidance following spillage.

7.23 Housekeeping

Poor housekeeping is one of the most common hazards that cause or contribute towards accidents/incidents/near misses at work. To maintain housekeeping at a high level:

- 7.23.1. The premises are cleaned daily during term time.
- 7.23.2. The premises are deep cleaned during School holidays.
- 7.23.3. Suitable waste receptacles are provided and are emptied frequently.
- 7.23.4. Suitable storage areas for waste, including bulk items of waste are provided.
- 7.23.5. A safety inspections/risk assessment is undertaken every term.

7.24 Checking of Equipment

- 7.24.1. All equipment must be carefully checked before use. Defective items must not be used. Any defect must be notified to the TEM, who arranges for investigation and corrective action in liaison with the Department Technician and the Head of Finance (as relevant).
- 7.24.2. No employee may climb ladders or stepladders without a helper to provide assistance and stability. Any work over six feet needs to be preceded by a specific risk assessment completed in liaison with the TEM.

7.25 Cleanliness

All employees are responsible for keeping their work area clean and tidy. All waste must be placed in the containers provided and cleared daily.

7.26 Marking and Keeping Clear of Gangways, Exits etc.

All gangways and marked Fire Exits must be kept clear and ready for use. All vehicles must be correctly parked. Care should be taken not to block Emergency Exits.

7.27 Safe Stacking and Storage

If it is necessary to stack any item, an individual must ensure that there is:

- 7.27.1. A firm level base.

- 7.27.2. The stack is not so high that it becomes unstable.
- 7.27.3. The racking is suitable.
- 7.27.4. All products must be stored as instructed by the manufacturer.

7.28 Waste Disposal

- 7.28.1. All waste materials must be stored in the specific containers provided. Only licensed waste carriers, selected by the TEM, may remove waste from DET premises. The TEM ensures that carriers are licensed.
- 7.28.2. The appropriate method of waste disposal is used in accordance with the [Environmental Protection \(Duty of Care\) \(England\) \(Amendment\) Regulations 1991](#) (amended 2003), [The Waste \(England and Wales\) Regulations 2011](#) and [The Hazardous Waste \(England and Wales\) Regulations 2005](#). All waste documentation is kept for, at least, three years.
- 7.28.3. Wherever possible, waste products are sent to a suitable body for reuse or recycle.

7.29 Lifting Equipment

- 7.29.1. All lifting equipment that is designed to support people undergoes quarterly servicing and six monthly statutory test and examination.
- 7.29.2. All other mechanical/hydraulic lifting equipment undergoes quarterly servicing and annual statutory test and examination.
- 7.29.3. All maintenance and testing is managed by the TEM.

7.30 Manual Handling

- 7.30.1. The design and layout of classrooms/workplaces eliminates or reduces, as far as is possible, activities that involve manual handling.
- 7.30.2. Where manual handling cannot be eliminated, activities that involve risk to employees or pupils are identified and an assessment completed so that suitable safety measures can be implemented. Responsibility for ensuring these assessments are completed are:
 - Curricula areas and activities – Responsible staff, e.g. Heads of Department/Faculty.
 - General school premises, furniture movement and deliveries – Site Manager.
- 7.30.3. Training is given to those, who undertake hazardous manual handling activities.

7.31 Manual Handling - General Guidance

7.31.1. Anyone undertaking manual handling, whether on a frequent or occasional basis, must ensure that they assess any lifting operation according to the following criteria:

- Task: Twisting, stooping, excessive movements, repetitive movements, frequent movements all increase risk (seek to minimise these, e.g. by redesigning how the job is undertaken).
- Load: Heavy, bulky, unpredictable, unstable loads can cause jolts to the back. The load must be checked before it is lifted.
- Working Environment: Temperature, flooring, lighting and posture constraints can cause difficulties when moving loads around.
- Individual Capability: Unusual capability required, pregnant worker, poor health, pre-existing health problem, e.g. bad back. Anyone with a health concern must not undertake manual handling and should report the health condition to a Line Manager.

7.31.2. If in doubt, individuals must seek advice from a Line Manager. If there are problems with tasks, then these must be reported to the Responsible Staff member, e.g. Heads of Department/Faculty.

7.31.3. An individual must not undertake any manual handling task that does not feel safe to complete. An individual must not put him/herself at risk.

7.31.4. Make full use of any lifting or carrying equipment provided.

7.32 Monitoring/Inspections for H&S

7.32.1. The TEM, Schools' H&S Representatives and Local Governors with responsibility for H&S carry out inspections of all DET Schools termly.

7.32.2. An internal audit of H&S arrangements and procedures is carried out annually by the TEM using a checklist provided by ECC Education Department H&S Advisory Service. A report on the audit is made to the LSCs by the HT or Local Governor with responsibility for H&S so that priorities for improvement and necessary resources can be identified, agreed and added to the Schools' Action Plans. A report is also provided to ARC on a termly basis.

7.32.3. All accidents/incidents/near misses are investigated, as appropriate, to identify any failures in the management of H&S. Where necessary, reports are submitted to the LSC and to ARC on a termly basis.

7.32.4. A representative of the LSC meets termly with the TEM to examine the reports of accidents/incidents/near misses and other monitoring activities. Relevant employee H&S Representatives are invited.

7.32.5. In addition to the above, routine inspections of the following equipment are carried out by the TEM or Competent Person, as required. Details of all inspections are maintained at all Schools:

- P.E. equipment.
- Fire extinguishers.
- Portable electrical appliances.
- Fire alarms.
- Emergency lighting.
- Lightning conductors.
- Heating appliances.
- Hot and cold water systems.
- Kilns.

Other routine inspections are detailed in specific Codes of Practice, e.g. fume cupboards.

The TEM monitors all premises-related matters. The TEM acts on behalf of the LSCs for building work carried out on the premises.

This involves selecting suitable contractors, ensuring the coordination of their work and that of the Schools and monitoring compliance with appropriate standards of H&S.

7.33 Noise

7.33.1. Noise exposure from equipment and activities throughout all Schools is monitored to ensure that employees are not exposed to noise levels that are harmful to health.

7.33.2. Where there is reason to believe that statutory noise levels are being met or exceeded, the following actions are taken:

- Arrange for an assessment to be conducted to determine the risk.
- Agree sensible measures to reduce the exposure to employees and pupils so that the noise level is below these statutory levels.

7.33.3. It is recognised that, in some classes, it is necessary to produce high levels of noise, but these are likely to be of sufficiently short duration so as not to cause harm to health, e.g. music lessons.

7.33.4. Responsibility for monitoring noise levels rests with:

- Curricular Areas – Responsible Staff, e.g. Heads of Department/Faculty.
- General School – the TEM.

7.34 Pregnant Workers

7.34.1. The health, safety and welfare of any “new and expectant mother” is taken account of by assessing risks in the work activity that these individuals are involved in. This assessment is

arranged on a 1-1 basis, when the employee provides written notification of the pregnancy. Full account of confidential requests is taken.

7.34.2. The term “new or expectant mother” is defined as an employee, who is pregnant, who has given birth within the previous six months, or who is breast-feeding.

7.34.3. The risk assessments for new and expectant mothers must be kept under review during the pregnancy, i.e. following antenatal visits. Any significant risks are reduced to a satisfactory level.

7.34.4. The DHTs complete pregnant worker assessments using the ECC template.

7.35 Risk Assessment

7.35.1. The TEM ensures that risk assessments are completed for all School key activities and areas. These assessments are recorded using the School Risk Assessment Template. (Appendix 3).

7.35.2. All assessments must be reviewed regularly and, at least, annually.

7.35.3. A report of the assessments that have been completed, reviewed or updated is made to the TEM on a termly basis, for discussion at the H&S Committee meetings.

7.35.4. Responsibility for ensuring assessments are completed is with:

School Area	Responsibility
Curricula activities/Areas	Responsible Staff, e.g. Heads of Department/Faculty
General School premises	TEM/Site Manager
Caretaker/maintenance	Site Manager/Site Staff
PEEPs/Safety assessments for pupils with Special Needs	SENCo

7.35.5. The TEM undertakes a termly review of the status of risk assessment completion and reports to the LSCs via the HTs.

7.35.6. The TEM undertakes a termly area inspection using a checklist and prepares a report for the HTs to present at the H&S Committee meetings.

7.36 Smoking

It is DET policy that all workplaces are smoke-free and that all DET employees have a right to work in a smoke-free environment.

Smoking and the use of Electronic Cigarettes or E-cigarettes, Personal Vaporizers (PVs) and Electronic Nicotine Delivery Systems (ENDSs) battery-operated devices that mimic tobacco

smoking is prohibited throughout all DET sites (including grounds) with no exceptions. This also includes School vehicles.

7.36.1 Non-Compliance – DET disciplinary procedures are followed if a member of staff does not comply with this smoke-free policy. Those, who do not comply with the law relating to smoking are also liable to a fixed penalty fine and possible criminal prosecution.

7.36.2 Smoking Breaks – members of staff, who wish to smoke, must do so in non-work time. Where staff need to take a smoking break, they may, at the discretion of their Line Manager, take unpaid breaks. These breaks must be subject to the exigencies of the service and Line Managers should oversee these arrangements to ensure that they are not abused to the detriment of non-smoking staff.

Where smoking breaks are taken by staff, these may not be held in an employee's car on the School site, nor taken within the immediate vicinity of any DET School entrance/site.

7.37 Employee Induction and H&S Training

7.37.1. All employees undergo an induction programme to familiarise them with certain aspects of DET's policies, procedures and work areas. This is arranged via the Line Manager, using the individual School's Induction Form.

7.37.2. The Line Manager of the employee is responsible for ensuring that a record of induction training is maintained and held in the individual's personnel file.

7.37.3. H&S needs are identified via:

- Review of statutory requirements for training.
- Employee appraisals and feedback.
- Discussions at H&S Committees, with Local Governors and at other relevant meetings.

7.37.4. Any employee requesting H&S training should contact a member of SLT in the first instance.

7.37.5. H&S training is included in employee Continuing Professional Development (CPD) sessions as well as via specific training for individuals, where this is identified.

7.38 Vehicle Movements

Employees should be aware that there are serious risks associated with moving vehicles around the sites. The primary hazards are collisions with pedestrians and collisions with other vehicles or property. To reduce the risks involved in this activity, employees should observe the following control measures:

7.38.1. Vehicle movements should not exceed 10 mph whilst on DET premises.

All reasonable precautions to separate vehicles from pedestrians are taken, by use of the following:

- Designated walkways.
- Clearly marked parking bays.
- Speed limits and speed bumps, where appropriate.
- Notices and warning signs.

7.38.2. A risk assessment is undertaken to identify where the hazards exist and what precautions are necessary. This is maintained by the TEM or designated person.

7.39 Work at Height

7.39.1. Work at height is avoided, wherever possible. Where this is not possible, a visual assessment is carried out to identify work equipment that can be used, or other measures that can be implemented to prevent falls from height.

7.39.2. Where the risk of a fall cannot be eliminated, work equipment or other measures are used to minimise the distance and consequences of a fall, should one occur.

7.39.3. The Line Manager is responsible for identifying what measures may be needed and for communicating these. Where additional resources are necessary, the Line Manager is responsible for dealing with these or requesting additional resources from the DHT or TEM.

7.39.4. Any work that could result in a person falling a distance liable to cause personal injury must be subject to a formal and documented assessment.

7.40 Violence at Work

7.40.1. Violence at work can take many forms. The most obvious example is direct assault upon an employee or pupil by a member of the public; however, threats, sexual and racial harassment, verbal abuse and malicious damage to property are all forms of violence.

7.40.2. The law states that employees are entitled to reasonable protection against violence at work. The general framework is contained in the Health & Safety at Work Act 1974 Section 2 (1), which sets out the general responsibility of employers for H&S at work.

“It shall be the duty of every employer to ensure, so far as it is reasonably practicable, the health and safety at work of all his employees.”

7.41 Security Organisation

7.41.1. The LSCs do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all employees, pupils and visitors with respect to security.

7.41.2. The responsibility for implementing this policy lies with all employees, pupils and visitors in line with the areas of responsibility outlined in section 4.

7.41.3. Pupils and employees are encouraged to be diligent around the Schools in respect of intruders.

7.42 Security Systems

7.42.1. Employee Training: The Schools ensure that employees understand the systems that are used through induction and handbooks. Employees are required to provide employers with regular risk assessments and information regarding security hazards using the reporting and monitoring systems described in this Policy.

7.42.2. Close Circuit Television (CCTV) is currently in place at many strategic points around the Schools. The Schools continue to monitor the ongoing need for increasing the provision of CCTV.

7.42.3. The Schools have placed signs at strategic points to “advertise” that the premises are monitored by CCTV.

7.42.4. The Schools operate a visitor badge identification system. This requires all visitors to the Schools to sign in and out and wear an official school badge, which identifies them.

7.42.5. The Schools have a comprehensive “Emergency Action Plan” that provides contingency arrangements and procedures in the event of “serious occurrences” on the Schools’ premises. A “serious occurrence” may relate to a security risk or hazard.

7.42.6. The Schools have a dedicated “Incidents Log”, which is used to monitor the levels of risk and evaluate the effectiveness of the security measures in place.

7.43 Bomb Threat

The consequences of such an incident within the DET Schools could be potentially serious. It is imperative that all staff understand what to do in the event of a bomb threat to ensure the safety of everyone including staff, pupils and visitors.

In the case of a bomb threat, the police should be called immediately. The HT or member of SLT in his/her absence implements the procedure. Staff receive the necessary training and clearly understand the procedure to follow for any bomb threat.

7.44 Knife, Gun and Violent Crime

All policies are regularly updated to reflect DET and its Schools’ zero tolerance approach.

Secondary phase pupils (at CHS and SMS) are communicated with on a regular basis to reinforce the zero-tolerance approach, given crime prevention information and education around related issues.

Primary phase pupils (at LPS), specifically those in Years 5 and 6, are communicated with as is appropriate and as occasion warrants.

7.45 Metal Detector and Offensive Weapons

DET and its Schools reserve the right to take all reasonable steps to ensure that knives and other such articles are not brought onto any premises. This may involve the use of a metal detector.

All staff, pupils and visitors have the right to work within a safe, well-ordered and supportive environment where effective learning can take place. Everyone is expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times.

Any action that does not allow staff to work, pupils to learn or is clearly disrespectful of people or property must be challenged.

The main focus of the policy is to persuade pupils not to carry a weapon by educating them, especially with regards to resolving conflict without the use of weapons. This also includes the dangers and the illegality of carrying weapons and the penalties that may be imposed if the law is broken.

Where members of staff suspect that a pupil is carrying a weapon, they can seek to allay their concerns by questioning the pupil. If questioning a pupil confirms the suspicion that a weapon is being carried, he/she is asked to surrender the weapon. Should an individual refuse to surrender a weapon, and where it is safe to do so, he/she is removed from the premises and the police and his/her parent/carer are called. Staff should remind the pupil of the key points of DET and its Schools' policy and rules.

DET and its Schools reserve the right to ask pupils to pass through a metal detector arch or to be searched by use of a hand-held metal detector whilst on its premises. This may well be done as part of an ad-hoc exercise and guilt should not be inferred. Refusal results in the pupil being refused entry to School premises and being asked to attend a meeting with two members of staff to discuss the reasons for refusal.

7.46 Possession of Offensive Weapons

Where a person is suspected of being in possession of an offensive weapon, DET and its Schools take all appropriate steps to ensure the safety of its pupils, staff and the wider community. This follows the guidance issued by the DfE on [Searching, Screening and Confiscation, January 2018](#) and involves parents/carers and, if necessary, the police and other relevant agencies.

8. Health and Safety Management Arrangements for Young Persons

The Schools acknowledge that young people may need extra supervision and, as an employer, DET must take into account that these young people are likely to be inexperienced, unaware of H&S risks and physically and mentally immature (refer below bullet points). These arrangements have been produced by following the HSE guidance document INDG364 and other legislation.

- Inexperience.
- Lack of training.
- Unfamiliar surroundings.
- Being too embarrassed to ask questions.
- Not being able to recognise an unsafe act or condition.
- Physical capability.

8.1 Definition(s)

A “Young Person” is anyone up to 18 years of age. Consideration should also be given to anyone up to the age of 25 years of age dependent on previous work history, experience and the work activities they are expected to undertake.

A “risk assessment” is simply a careful examination of what, in the workplace, could cause harm to people, enabling a decision as to whether sufficient precautions have been taken or whether more could be done to prevent harm.

A “hazard” is anything that has the potential to cause harm.

8.2 Manager Responsibilities for Young People

Line Managers at all levels within DET Schools ensure that this policy is applied consistently within an area of responsibility, ensuring that:

- 8.2.1. A suitable and sufficient risk assessment is in place prior to any young person starting work. There may be no need to carry out a new risk assessment providing that the current risk assessment takes into account the range of characteristics of young people and the work activities, which present a risk to their wellbeing and H&S.
- 8.2.2. The parents/carers of any pupil (and employee) below the minimum school leaving age (16) know the key findings of the risk assessment and the control measures taken **BEFORE** the young person starts work/work experience; this needs to be in writing and can be via the School or work experience agency.
- 8.2.3. All young persons take part in the School induction and receive a local induction from their Line Manager.
- 8.2.4. Young persons on work experience receive a local induction and instruction on emergency procedures and online training for Slips, Trips and Falls and Manual Handling and, if necessary and their work entails working with a computer, DSE assessment training.
- 8.2.5. Close supervision is provided for young people to ensure that they are following training that has been provided and are competent to do the job (a mentor/supervisor should be appointed for young people on work experience).

8.2.6. All accidents, incidents or near miss reports made by a young person are investigated and risk assessments, training requirements and supervision arrangements reviewed, as necessary.

8.3 Employees' Responsibilities for Young People

It is the responsibility of any young person to ensure that:

- 8.3.1. They attend and follow any training they require to carry out their jobs safely and follow all safe systems of work.
- 8.3.2. They familiarise themselves with any significant findings of risk assessments and raise any concerns over control measures with a Line Manager.
- 8.3.3. They familiarise themselves with escape routes and the emergency plan for the School in the event of fire or other emergency.
- 8.3.4. They report any defects to a Line Manager regarding any work equipment that has been provided.
- 8.3.5. They report any accidents/incidents/near misses.
- 8.3.6. They follow all signage visible within the work place, especially H&S signage.
- 8.3.7. They do not interfere with any measures put in place for the health, safety and welfare of themselves or others (including Personal Protective Equipment (PPE)).
- 8.3.8. They do not use any equipment or carry out any work activity for which they have not been trained.

9. Confidentiality

- 9.1. Each School processes any personal data collected during the implementation of the H&S Policy in accordance with DET's Data Protection Policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the accident/incident/near miss investigation procedure. Refer to Appendix 1.
- 9.2. On conclusion of the accident/incident/near miss investigation procedure, data collected is held in accordance with DET's Retention Schedule. Inappropriate access or disclosure of employee data constitutes a data breach and should be immediately reported in accordance with DET's Data Protection Policy. This may also constitute a disciplinary offence, which is dealt with under DET's disciplinary procedure.

10. Breaches

Should an employee, pupil or visitor be found to be in breach of Health and Safety procedures/regulations, the incident is treated seriously and, if necessary, action is taken under the DET Disciplinary Procedure.

11. Safeguarding

DET and its Schools are committed to Safeguarding and promote the welfare of all pupils and expects staff to share this commitment.

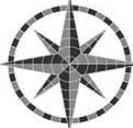
Refer DET Safeguarding and Child Protection Policy

12. Prevent

DET and its Schools recognise their duty under Prevent to have due regard to the need to prevent pupils becoming radicalised and being drawn into extremism. As well as being a potential threat to society as a whole, DET and its Schools view radicalisation as a risk to the safety and wellbeing of its pupils and, therefore, treats radicalisation and extremism as safeguarding issues. DET and its Schools ensure that arrangements are in place to help identify when a pupil is at risk of being radicalised and take appropriate steps to ensure the welfare of the young person concerned.

Refer DET Safeguarding and Child Protection Policy.

APPENDIX 1 – ACCIDENT/INCIDENT/NEAR MISS REPORT FORM

 <p>DISCOVERY EDUCATIONAL TRUST</p>	<p>SCHOOL:</p> <p>HEALTH AND SAFETY ACCIDENT/INCIDENT/NEAR MISS REPORT FORM</p>	<p>CONFIDENTIAL- Official Sensitive</p>
<p>SECTION A: To be completed by the injured person on, someone acting on his / her behalf or a witness to a non-injury incident.</p>		
1a. Service Group:		1b. Service Area:
1c. Name and address of reporting establishment (Please print in full)		
ABOUT THE INCIDENT		
2. Type of incident (Please tick one box)		
<input type="checkbox"/> Accident	<input type="checkbox"/> Ill-Health	<input type="checkbox"/> Violence (physical or verbal) <input type="checkbox"/> Non-injury incident (near miss)
3a. Incident occurred:		Time
3b. Incident reported:		Time
4. Where did incident occur? Give location and full address		
5. What was being done?		
6. What happened?		
7. Nature of harm/ Ill health / damage:		
8. Was ill health diagnosed by a medical practitioner? Yes /No		
ABOUT THE PERSON AFFECTED BY THE INCIDENT (Please read the advice to injured persons provided with this form)		
9. Full name: (Please print Form:		
10. Signature:	11b. Today's Date	
11. Home address:		
12a. Male / Female	12b. Date of Birth:	
13. Is affected person an Essex County Council employee? Yes / No If Yes please complete questions 15 & 16.		
14. Occupation: (Please print in full)		
15. Place of Work: (Please print in full if different from 1c)		
DETAILS OF PERSON COMPLETING FORM ON BEHALF OF INJURED PERSON OR REPORTING A NON INJURY INCIDENT (Please print)		
16. Name:		

17. Occupation:			
18. Place of work: (if different from 1c)			
19. WITNESS DETAILS: Names/Addresses of witnesses to the incident (please attach any relevant statements)			
WITNESS 1:		WITNESS 2:	
SECTION B: RIDDOR: to be completed for accidents reportable to HSE under RIDDOR			
20. Was the incident reportable under RIDDOR?		Yes / No	
If Yes please circle the appropriate description to indicate type of incident:			
Fatality	Major injury	"Over 3 day" injury	Non-employee taken to hospital
Reportable disease (ill health)		Reportable dangerous occurrence	
21. How and when was incident reported to HSE? (Please circle and add date)			
Telephone	Post	On line/E-mail	Fax
SECTION C: INVESTIGATION: To be completed by line manager (continue on a separate sheet if necessary)			
22. Briefly describe existing safe systems of work relevant to incident: (e.g. risk assessment, safe working procedures, levels of supervision, training, maintenance). Please indicate if there are written procedures / records.			
23. What do you think contributed to the incident? (e.g. faulty equipment, unsafe work methods, inadequate or lack of training / instruction / supervision, weather conditions).			
24. Follow up action: What action have you taken to prevent a recurrence? (e.g. modify existing systems of work, review maintenance procedures, additional supervision / training instructions etc.). If it has been necessary to ask someone else to take action (e.g. to repair a premises defect), record who has been notified and when.			
25. Has the risk assessment for the activity been reviewed following the incident? Y / N Date:			
26. Following the incident was employee unfit for normal work? Y / N			
27. Name of Line Manager: (Print in full)			
28. Designation: (Print in full)			
29. Attachments:		Y / N	Other Y / N
			Number of additional sheets:

APPENDIX 2 – LOCAL HOSPITALS WITH CASUALTY UNIT

Southend Hospital (closest to CHS)

Prittlewell Chase
Westcliff-on-Sea
Southend-on-Sea
Essex
SS0 0RY
Tel no: 01702 435555

Basildon University Hospital (closest to LPS and SMS)

Nethermayne
Basildon
Essex
SS16 5NL
Tel no: 01268 394850

APPENDIX 3 – SCHOOL RISK ASSESSMENT TEMPLATE

SCHOOL:

Risk Assessment					
Activity					
Description of Process					
Location of Task/Activity					
Name of Assessors (print)			Date of Assessment		
			Review Dates		
Activity/Task Hazards	Who is affected by this activity? <i>Aide memoire: Teaching Staff, Pupils, Visitors?</i>	What control measures are already in place to eliminate harm?	Initial Rating (existing control)	Revised Rating (if new Control Measures introduced)	If High must put in further reasonable practicable control measures e.g. isolate switch; if Med or Low reduce
			Initial Rating (existing control)	Revised Rating	

			Initial Rating (existing control)	Revised Rating	
			Initial Rating (existing control)	Revised Rating	

Risk Matrix

RISK ASSESSMENT RATING TABLE

FREQUENCY

- (1) A highly improbable occurrence
- (2) Could happen regularly (eg monthly)
- (3) Could happen frequently (eg daily)

SEVERITY
 (1) Negligible injuries
 (2) Minor injuries
 (3) Major injuries

1	2	3
2	4	6
3	6	9