

Title: Health & Safety Policy			
Ref.:	SOP013	Rev.: 5	Date: Oct 2019

Health and Safety Policy

Rev.	Date	Amendment	Approved By:	Authorised By:
5	October 2019	Full Review - Responsibilities Added	AS/JL	RU
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2	Oct 2014	Review following GN comments	BA	RW
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0	April 2012	Rewrite	B Ashton	RW

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**YATELEY MANOR SCHOOL LTD &
YATELEY MANOR SCHOOL (LEISURE) LTD**

HEALTH AND SAFETY POLICY STATEMENT

The management of Yateley Manor School and Yateley Manor (Leisure) Ltd recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the school's activities.

In order to discharge its responsibilities the management of the school will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Chairman of John Ashworth
Governors**

Headmaster: Robert Upton

Date: November 2019

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Health & Safety Policy

1 Introduction

1.1 Purpose

This policy provides the framework for the management of health and safety at Yateley Manor.

1.2 Scope

This policy applies to all governors, staff and pupils in the School. The Bursar is responsible for maintaining this document.

2 Background

- 2.1 The governing body notes the provisions of the Health and Safety at Work, etc Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 2.2 The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, pupils and visitors, so far as is reasonably practicable"
- 2.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonably practicable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

3 Responsibilities for Health and Safety

Duties of the Governing Body

- 3.2 In the discharge of its duty the governing body, in consultation with the Head, will:
- Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- Identify and evaluate all risks relating to:
- Accidents
 - Health
 - School-sponsored activities
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- Create and monitor the management structure.
- To designate a governor to undertake the duties of the Health and safety governor – Duties include - Meet with the Health and Safety Coordinator termly to inspect health and safety documentation to ensure to ensure health and safety is being run correctly for a safer school.
- 3.3 In particular the governing body undertakes to provide, so far as is reasonably practicable:
- 3.3.1. A safe place for staff and pupils to work including safe means of entry and exit
- 3.3.2. Plant, equipment and systems of work which are safe
- 3.3.3. Safe arrangements for the handling, storage and transport of articles and substances
- 3.3.4. Safe and healthy working conditions which take account of all appropriate:
- Statutory requirements
 - Codes of practice whether statutory or advisory
 - Guidance whether statutory or advisory
- 3.3.5. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by

statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated. See SOP013.1

3.3.6. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

3.3.7. Adequate welfare facilities.

3.4 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4 Duties of the Headmaster

4.1 As well as the general duties which all members of staff have, the Headmaster has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

4.2 The Headmaster will take all reasonably practicable action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

4.3 In particular, the Headmaster will so far as is reasonably practicable:

- Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
- Ensure the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- Consult with members of staff, including the safety representatives, on health and safety issues
- Arrange systems of risk assessment to allow the prompt identification of potential hazards

- Carry out periodic reviews and safety audits on the findings of the risk assessment
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Encourage staff, pupils and others to promote health and safety
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe as soon as practicable
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information and, when necessary, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- Monitor first aid and welfare provision
- Monitor the management structure, along with the governors.

5 Duties of the Deputy Head

The Deputy Head teacher will take on the above responsibilities in the absence of the Head teacher.

6 Duties of Supervisory Staff

- 6.1 All supervisory staff (e.g. Heads of departments) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 6.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Headmaster and Bursar for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 6.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 6.4 As part of their day-to-day responsibilities they will ensure, so far as is reasonably practicable, that:
 - Safe methods of working exist and are implemented throughout their department
 - Risk assessments are carried out for activities in their departments
 - Health and safety regulations, rules, procedures and codes of practice are being applied effectively

- Staff, pupils and others under their jurisdiction are instructed in safe working practices
- New employees working within their department are given instruction in safe working practices
- Regular safety inspections are made of their area of responsibility
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery and equipment in the department in which they work is adequately guarded
- All plant, machinery and equipment in the department in which they work is in good and safe working order
- Steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- All the signs used meet the statutory requirements
- All health and safety information is communicated to the relevant persons
- They report, as appropriate, any health and safety concerns to the appropriate individual.

7 Duties of all Staff

7.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

7.2 They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- As regards any duty or requirements imposed on the school or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

7.3 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

7.4 In particular all members of staff will, so far as is reasonably practicable:

- Be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- Risk assessments are carried out for activities under their control and that they comply with any risk assessments provided to them

- See that all plant, machinery and equipment is adequately guarded
- See that all plant, machinery and equipment is in good and safe working order
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in the premises, plant, equipment and facilities which they observe (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

8 Duties of the Maintenance Manager

- 8.6 The Maintenance Manager is responsible to the Bursar, and will ensure:
- 8.7 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 8.8 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 8.9 That persons they supervise only undertake work for which they are competent.
- 8.10 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

9 Duties of the Health and Safety Co-ordinator/Bursar

- 9.1 The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. The health and safety co-ordinator and the Bursar work closely on making the work place a safe place to be. Specific functions of the H&S Coordinator and the Bursar may include:
- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
 - Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
 - Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
 - Arrange for termly evacuation drills and weekly fire alarm tests etc.
 - Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
 - Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.

- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

10 Duties of Hirers, Contractors and Others

- 10.1 When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practice.
- 10.2 The Headmaster or the Bursar will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 10.3 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
- Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 10.4 All contractors who work on the school premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974.
- 10.5 The governing body draws the attention of all users of the school premises (including hirers and contractors) to the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

11 Arrangements and Procedures for Health, Safety and Welfare

11.1 Access and Control/Security

11.1.1 All visitors are to report to the main office at arrival. Visitors are given a badge and are escorted around the site. The School site is enclosed and only has certain access points with coded locks electrical gates which are only open for approved visitors. The school has an intruder alarm which is activated when the school is empty. A monitoring company investigate any activation when the alarm is activated out of hours.

11.2 Asbestos Management

11.2.1 The Nominated person to Manage Asbestos is the Maintenance Manager

11.2.2 The school holds a type 2 Asbestos Survey Report which is located within the Maintenance Managers office. It is made available to contractors if they require seeing it to complete an work. They sign to say that they have seen it before any work starts. The Asbestos sign in folder is kept within the reception office. Staff are not to drill or fix anything to the walls with in Manor Court without first talking to the Maintenance Manager. All staff should report any issues or damaged to Asbestos material. View the Emergency Plan for information on Asbestos Realises for further information on the school website.

11.2.3 Refer to the Asbestos Management Plan on the School website for further information.

11.3 Contractor Management

11.3.1. The School has approved contractors that are used. Any new contractors will be approved by the Maintenance Manager before use. Contractors are to provide the school with RAM's (Risk Assessments and Method Statements) and Liability Insurance before work starts.

11.3.2. For further information refer to the "Contractor Management Policy" on the school website.

11.4 Curriculum Safety

11.4.1. All curriculum areas review their curriculum risk assessments annually to ensure all control measures are applicable. Staff teaching specialist hazardous subjects that's involve equipment of chemicals such as DT, Art, Science are all trained and/or experienced in their particular areas. Subjects using hazardous substances keep up to data safety data sheet in COSHH folders within the curriculum which are reviewed annually.

11.5 Emergency Plans

11.5.1. For Further information refer to the “Emergency Plan” on the school website.

11.6 Electrical Equipment

11.6.1. Fix wiring tests are completed on the sites Distribution Boards every five years (Records are kept within the Maintenance office). All portable electrical appliances undergo a PAT test annually (records are kept within the maintenance office). All machinery/equipment undergo servicing/testing annually (Records are kept within the Maintenance office).

11.7 First Aid and Medication

11.7.1. For further information refer to the “First Aid and Medical Policy” on the school website.

11.8 Fire Precautions and Procedures (and other Emergencies)

11.8.1. The site holds a fire risk assessment that was completed by an external company. The fire risk assessment is reviewed annually. Refer to the “Fire Evacuation Procedure” for further information on fire evacuation. Fire drills are carried out termly for the whole of the school to the designated assembly point. Firefighting equipment/fire alarms are serviced annually and records are kept within the Maintenance Office. Weekly fire alarm tests and emergency lighting tests take place and are recorded.

11.9 Hazardous Substances

11.9.1. All departments using hazardous substances (Cleaning, Maintenance, Art, Science...etc.) have them in a locked storage area in line with the COSHH regulations. A safety data sheet informs the reader of everything about the substances including first aid when in contact with the substance. All substances within the school are to have a safety data sheet which each department maintains and review annually. Science only store small amounts of chemicals on site which are supervised by the head of the department and the science technician.

11.10 Health and Safety Advice

11.10.1. If unsure about a health and safety issue please contact the health and safety coordinator who will be able to help you or be able to point you at the person who can.

11.11 House Keeping and waste disposal

11.11.1. The school has a in-house cleaning team which undertake all the cleaning tasks for the school. The Cleaning Manager manages all of the cleaners and there

schedule. See the cleaning Manager/bursar/Maintenance manager for a cleaning related issue.

- 11.11.2. Hazardous cleaning such as mopping takes place out of school hours but also signs are placed out to warn people of the danger (wet floor signs).
- 11.11.3. Emergency cleaning tasks are undertaken by the Maintenance department when the cleaning team are not onsite.
- 11.11.4. The Maintenance Department are responsible for ensuring that the pathways and access routes are gritted to the school site are gritted during cold weather (ice/snow). The industrial bins at the back of the site are emptied by contractors once a week.
- 11.11.5. Refer to Cleaning Policy on the School Website for further information.

11.12 Incident reporting, Recording and investigation

- 11.12.1. Refer to “Accident Reporting Policy” for further information.

11.13 Legionella Management

- 11.13.1. The Nominated person to Manage Legionella is the Maintenance Manager
- 11.13.2. The site holds a Legionella risk assessment which was completed by an external contractor. The Maintenance team are responsible for completing to the weekly flushes of unused taps, whole system flush after periods of the site being unused and descaling all shower heads termly. External contractors complete the monthly temperature checks, annual TMV service and annual clarifier inspection.

11.14 Lettings/shared use areas on the Premises

- 11.14.1. Refer to “Letting Policy” on the school website for further information.

11.15 Lone Working

- 11.15.1. Refer to “Long Working Policy” on the school website for further information.

11.16 Long term evacuation Plans

- 11.16.1. Refer to “Emergency Plan” on the school website for further information.

11.17 Manual Handling

- 11.17.1. A site manual handling risk assessment has been completed and is given to all staff. Staff are advised not to lift any heavy objects but seek assistance from the maintenance department. The students are not to under any circumstance to lift any heavy objects and are monitored.
- 11.17.2. Refer to Manual Handling Safety Procedure for further information.

11.18 Maintenance/inspections of equipment

- 11.18.1. All servicing and maintenance completed within the premises are carried out by an experienced and or qualified staff member (maintenance department) or contractor. All servicing/testing of workshop equipment/machinery are carried out annually. All PE/gym equipment which includes the outdoor play equipment are serviced annually. Fire alarms are tested every 6 months with fire equipment being serviced annually. All service reports and in house tests are kept and recorded within folders.
- 11.18.2. Refer to Maintenance Management Policy on the school website for further information.

11.19 Monitoring School Policies

- 11.19.1. All school Policies that relate to Health and Safety are reviewed every two years or if anything changes. The two areas that Health and Safety polices fall under is General Polices and Standard Operating Polices.
- 11.19.2. A Policy schedule has been create for General and Standard Operating Polices that are linked with Outlook calendar with review dates put in to notify when a review is needed for the certain policy.
- 11.19.3. The Bursar will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.20 Personal Protective Equipment (PPE)

- 11.20.1. PPE is provided free of charge where risk assessment determines there use to be necessary. All PPE are to be inspected before use to ensure they will provide the full level of protection that they are meant too. Any damaged or defected PPE are to be removed and replaced as soon as possible.

11.21 Reporting of Defects

- 11.21.1. The premise has a maintenance log that staff put on jobs/tasks they would like completed. The Maintenance department are responsible for checking the log and completing the work. Health and safety issues are reported differently as they are called across/emailed to the Maintenance Department for a quicker solution.

11.22 Risk Assessment

- 11.22.1. The site has a risk assessment schedule with a large amount of the sites risk assessment on their showing what they are, when they were made, when they need to be reviewed. The schedule aids with risk assessment management.
- 11.22.2. The Headmaster is responsible for any and all risk assessments within the premises. This work is delegated out to competent and trained members of staff (Bursar and the Maintenance Manager).

11.23 School Trips/off site activities

11.23.1. For further information please refer to Educational Visits policy on the school website.

11.24 School Fleet Management

11.24.1. For Further information on please refer to the Mini bus policy on the schools website

11.25 Site Inspections

11.25.1. **Monthly site inspections** -The Maintenance department undertakes monthly site inspections of all the builds within the premises. These inspections look at certain key areas to ensure that all the builds are in a good and safe state to be used by staff and students. These inspections are recorded and kept within the Maintenance Managers office.

11.25.2. **6 monthly Premises Checks** - The Maintenance department undertake Premises checks annually. These are more detailed inspections than the monthly ones looking at each individual area itself and picking up an damage, defects or issues within that space. After the premises checks are completed all of the information will put brought together to create a maintenance list of issues that will be fixed by in house staff or contractors. The records of the Premises checks are located within the Maintenance Office.

11.26 Smoking

11.26.1. The whole school operates a non-smoking policy which is in lines with the Government legislation.

11.26.2. Smoking is to take place outside of the school grounds.

11.27 Staff Consultative Arrangements

11.27.1. The governing body, through the Headmaster, will make arrangements for the

11.27.2. establishment of a safety committee. Representation on this committee will cover all

11.27.3. appropriate areas of work or special hazards. The committee will meet termly to review.

11.27.4. Health & Safety incidents and to provide a forum for staff to raise Health & safety

11.27.5. Concerns.

11.28 Staff health and Safety Training and Devolvement

11.28.1. The head teacher is responsible for the training and development of staff working within the school. This is delegated out to competent members of staff. Site specific Health and safety induction training and fire evacuation training are given to all new staff on appointment.

11.29 Stress and welfare

11.29.1. Refer to “Stress Policy” on the school website for further information.

11.30 Supervision

11.30.1. Refer to the Academic and General Operating polices of the school website for further information.

11.31 Swimming Pool Management

11.31.1. Refer to the School Swimming Pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) for further information

11.32 Visual Display Equipment (DSE)

11.32.1. Office staff undertake workstation assessments annually to assess their work environment. Office staff are also given office risk assessment to reads through to ensure there work environment is as safe as possible. Staff are also given with the workstation assessments The HSE brief guide to Display Screen equipment so they know what they are entitled too.

11.33 Vehicles on Site

11.33.1. Refer to “Workplace safety Policy” on the school website for further information.

11.34 Violence towards Staff

11.34.1. Staff are required to report any incidents of verbal and physical violence to their line manager as soon as possible.

11.35 Working at Height

11.35.1. School ladders are inspected once a term to ensure there are in a good condition to be used. These inspections are recorded. All school ladders are locked away and can only be accessed by authorised members of staff.

11.35.2. Refer to Working at Height Safety Procedure on the School Website for further information.

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12 ISI Appendix

- A. Training in staff in health and safety, including risk assessment - see 3.25, 4.3 & 5.4 and Policy [SOP013.1](#)
- B. Consultation arrangements with employees - see 8
- C. Recording and reporting accidents to staff, pupils and visitors - including those reportable under RIDDOR - see Policy [SOP013.2](#)
- D. Policy and Procedures for off-site visits, including residential visits and any school led adventure activities - see Policy [SOP008](#)
- E. Dealing with Health & Safety Emergencies - see [SOP09](#)
- F. First Aid and supporting medical needs - See 11 and Policy [SOP011](#)
- G. Occupational health services and managing work-related stress - see Policies [SOP013.3](#) and [SOP013.4](#)
- H. Workplace Security for teachers, pupils and visitors - see Policy [SOP013.5](#)
- I. School Security - See Policy [SOP013.5](#)
- J. Violence to staff - dealt with under the school's Behaviour Policy - see Policy [SOP004](#)
- K. Manual Handling - see Manual Handling Safety Procedures
- L. Slips and Trips - see Policy [SOP013.7](#)
- M. On-site vehicle movements - see Policy [SOP013.5](#) (Section 7)
- N. Asbestos Management - see Asbestos Management Plan
- O. Control of Hazardous Substances - see Policy [SOP013.9](#)
- P. Selecting and Managing Contractors - Contractor Management Policy
- Q. Maintenance - see Maintenance Management Policy
- R. Fire Safety - see Fire Evacuation Procedure
- S. School Curriculum Safety - see Curriculum Risk Assessments
- T. Emergency Management - see Emergency Plan
- U. Premises Cleaning Arrangements - see Cleaning Policy
- V. Premises Letting Arrangements - see Letting Policy
- W. Staff Lone Working - see Lone Working Policy
- X. Swimming Pool arrangements - see Normal Working Procedure and Emergency Action Plan
- Y. Working at height arrangements - see Working at Height Safety Procedure