

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

HEALTH AND SAFETY POLICY

Written/Updated: September 2019
Review: September 2021
Lead: Premises Manager
Via: Finance and Premises

'from potential to reality'

Tapping Way, Warwick, Warwickshire, CV34 6XR
Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesford-elearning.net **Web:** www.aylesfordschool.org.uk
A charitable company registered in England and Wales, company number 7848367
Headteacher: Steven Hall BSc MA

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Part 1: THE POLICY

1.1 Introduction

Health and Safety is the concern of everyone at Aylesford School and Sixth form College. This policy is intended to provide a practical framework for the implementation of the Health and Safety at Work Act 1974 and supports the Department for Education Health and Safety advice for Schools (February 2014).

1.2 Policy Statement

Aylesford School and Sixth Form College recognises it has a duty of care to students, employees, visitors and contractors to ensure our activities and services are provided in such a way as to not put them at risk.

Through this policy we aim to demonstrate Aylesford School and Sixth Form College's commitment to health, safety, welfare and wellbeing and recognise that health and safety is equally as important as our other school objectives.

Through this statement of intent and the implementation of the Health and Safety arrangements and associated procedures we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continued health and safety improvement by complying with this policy and by working in consultation with managers, employees and other partners. We will achieve this by:-

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the Aylesford School policies are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/and operations through the risk assessments process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Signed:
Mr S Hall, Headteacher

Date:

Signed:
Mr R Lyttle, Chair of Governors

Date:

1.3 Location

This Health and Safety policy together with all associated procedures and other Health and Safety information will be located in Health and Safety Policies and Procedures folders in the Premises Manager's office. The Health and Safety Policy will also be available on the School website.

The school will ensure all members of staff are aware of this policy and its location and its contents.

Part 2: ORGANISATION

2.0 Organisation

The Health and Safety at Work etc Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

2.1 Allocation of Responsibilities

2.1.1 Responsibilities of the Governing Body

The governing body accepts responsibility for the establishment, monitoring and review of school policy.

In particular the governing body will:-

- a) Ensure that health and safety considerations are taken into account in all resourcing decisions.
- b) Agree a buildings budget, within which there will be provision for contingencies in respect of health and safety.
- c) Ensure that specific responsibilities relating to health and safety are included in job descriptions of staff.
- d) Together with the Headteacher or designated person ensure that suitable health and safety provision is made for students with special needs, where appropriate.
- e) Receive regular reports on health and safety from the Headteacher, including information on accidents and defects.
- f) Together with the Headteacher ensure conformity to safety standards for goods and equipment purchased.
- g) Together with the Headteacher ensure that procedures exist for checking that items offered for sale by the school are safe.
- h) Together with the Headteacher ensure that approved school journeys are arranged and supervised in accordance with the school's policy.

2.1.2 Responsibilities of the Headteacher

The Headteacher has overall responsibility throughout Aylesford School for implementing and achieving the objectives of the health and safety policy and the preservation, development, promotion and maintenance of Aylesford School health and safety management system. Health and Safety matters will be considered within the organisational decision making process (as set out within Aylesford School policies and procedures, and any statutory provisions set out in legislation).

The Headteacher will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making organisational decisions. The responsibility for school safety organisation rests with the Headteacher. Identified areas may be delegated to the Premises Manager for day to day management, but the Headteacher must ensure that the nominated persons are competent, understands and accepts the responsibility being delegated to them; however, the Headteacher will remain accountable for those activities.

Under the direction of the Headteacher, the Premises Manager will:-

- a) Act as the school Health and Safety Officer.
- b) Be the reference point for safety advice.
- c) Co-ordinate the implementation of approved safety procedures in the school and ensure compliance from staff and students.
- d) Maintain contact with outside agencies.
- e) Ensure regular inspection of premises, equipment and procedures.
- f) Ensure appropriate recording and review of accidents.
- g) Establish an appropriate defect reporting system, remove dangerous or defective equipment from use and recommend necessary improvements or replacements to the governing body.
- h) Ensure adequate safety training of staff, including induction of new staff.
- i) Receive and disseminate safety information.
- j) Review from time to time:-
 - i. The emergency regulations
 - ii. The provision of first aid in the school
 - iii. Risk and COSHH assessments
- k) Recommend necessary changes and improvements in welfare facilities.
- l) Inform the governors from time to time of the safety procedures of the school and inform the governors of any proposed changes to procedures.

2.1.3 Responsibilities of all employees (Teaching staff¹, non-teaching staff², volunteers, agency workers, contract workers)

The Health and Safety at Work Act 1974 states:-

"It shall be the duty of every employee while at work: to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work....." Employees must also co-operate with the employer and not misuse anything provided in the interests of health and safety.

All employees are expected to:-

- a) Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- b) Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- c) Not misuse or interfere with any safety equipment and/or protective clothing as may be provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- d) Ensure that plant and equipment is in a safe condition before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- e) Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- f) Behave appropriately at all times in the workplace and not get involved in any horseplay.
- g) Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that are provided.
- h) Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/practices and concerns about health, safety or wellbeing to their manager, who then must immediately report to the Premises Manager, even if an injury was not sustained.
- i) Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- j) Be appropriately dressed for their working environment and activity.
- k) Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- l) Take part in health and safety training and development as necessary.
- m) Take part in health surveillance programmes, as required.
- n) Set a good personal example in respect of health and safety.

- o) Make suggestions to improve health and safety.

2.1.4 Responsibilities of Teaching and Non-teaching Staff Holding Posts of Special Responsibility

These have a coordinating and management functions similar to that of the Headteacher but in respect of the special area of responsibility to which they are attached.

2.1.5 Responsibilities of Teachers

The safety of students within the school and its environs is the responsibility of all teachers. More specifically, class teachers are expected to:-

- a) Exercise effective supervision of the students.
- b) Give clear instructions and warnings as often as necessary.
- c) Follow safe working practices personally.
- d) Ensure parents/volunteers are aware of safety procedures, as appropriate, within the school.
- e) Use or ask for protective clothing or guards to be provided where necessary.
- f) Make recommendations to the Headteacher/designated person regarding equipment or procedures.

2.1.6 Responsibilities of Students

The students are expected to:-

- a) Exercise personal responsibility for the safety of themselves and other students.
- b) Observe standards of dress consistent with safety and hygiene.
- c) Observe safety rules of the school and the procedures required in event of emergency.
- d) Use and not willfully misuse or interfere with equipment provided for safety purposes.

2.1.7 Responsibilities of Visitors, Volunteers, Hirers or Contractors

Visitors are required to observe the safety rules of the school and will be informed of relevant regulations as and when necessary by an appropriate member of staff.

Aylesford School Terms and Conditions for the Hiring of School Premises and Grounds is provided for further advice and guidance.

The Aylesford School Safe Management of Contractors Procedure is provided for related matters.

Part 3: ARRANGEMENTS

The arrangements and associated procedures laid down in this section of the Health and Safety policy have been devised to assist those responsible to meet their duties as laid down by the previous sections.

Further Health and Safety information containing more detailed reference to the arrangements is available from the Premises Manager and/or Head of Department as appropriate, and where available is an extension to this part of our policy document.

3.1 Monitoring Arrangements

The governing body recognises the importance of monitoring health and safety matters. Monitoring and reporting to governors will be carried out in a number of ways.

- The school purchase through annual subscription the WES Safety and Premises Service who supply advice, guidance and information on health and safety issues. WES Safety and Premises Service will also provide audit inspections of Fire, Security and Health and Safety on a three year rolling term.
- The Premises Manager will be responsible for carrying out internal audits and inspections of the school site.
- The Premises Manager will provide reports to the Governors' Finance and Premises sub- committee on:-
 - notifiable accidents/incidents
 - results of any external or internal Health and Safety inspections or audits
 - maintenance reports as appropriate
 - WES audit reports on Fire and Security
 - Notifiable complaint, hazard or defect reports
- The Premises Manager will conduct a half termly site tour with a member of the governing body with reports made as appropriate to the Finance and Premises sub-committee.
- Review of departmental risk assessments an annual basis.

3.2 Dissemination of Health and Safety Policy and Procedures

- All new staff are informed about Health and Safety procedures in use in school, the location of relevant information and their roles and responsibilities as part of their induction process.
- A copy of the Health & Safety policy and all relevant procedures and information is held in the Premises Manager's office.
- New and updated policies and procedures in school will be copied, with the original held on file and a copy circulated to appropriate staff. After circulation the document will be put in the school's Health & Safety folders in the Premises Manager's office. Any circulation form will be kept on file with the document.
- It will be the responsibility of teaching staff to ensure that students are made aware of existing and new Health and Safety information. This responsibility will be split between the class teachers (general health and safety arrangements) and staff with a specialism (curriculum determined arrangements).
- The Premises Manager will ensure that visitors are informed of any Health and Safety arrangements which may affect them during their visit. This is usually carried out by a Health and Safety information leaflet given to visitors on arrival at the main school reception and covers all of the main areas of Health and Safety related procedures in operation on our site.

3.3 Accidents, Recording and Monitoring

- All minor accidents and verbal or physical assaults that occur on the site should be notified to a First Aider who will record the information on an Aylesford School Accident Form. Where necessary, parents/guardians or other persons should be notified of the accident.
- In the case of a serious accident a member of the Senior Leadership Team (SLT) and the Premises Manager are to be informed as soon as possible and immediate action taken to ensure the location of the accident is still safe to use. The Premises Manager is responsible for conducting an investigation following the accident, will take the necessary action and where possible record details for an accident investigation. If

members of the public are involved names and addresses should be taken (including any witnesses).

- Notifiable accidents/incidents are to be reported to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) Regulation 2013 by the Premises Manager or in his absence the Headteacher using the on-line reporting system at www.hse.gov.uk/riddor/report.htm
- Blank accident forms are obtainable from Student Services. All completed forms must be passed to the Premises Manager for checking and signed by the Headteacher and are kept in the Accident Reports Folder located in the Premises Manager's office.
- In the event that death occurs as a result of an accident the accident scene is to be secured to enable H&S Inspectors and/or the Police to carry out a full investigation.
- Consult the Aylesford School Accident and Incident Reporting Procedure for further advice and guidance.

3.4 Access Equipment

- All access equipment is inspected annually by a suitably qualified specialist contractor with reports held on file in the Premises Manager's office.
- The school's scaffold tower can only be erected and used by staff who have had suitable training.

3.5 Asbestos

- All up to date information regarding the presence of asbestos can be found on the AtlasWeb database. This system is referred to prior to any intrusive work being carried out by a contractor, member of staff or other.
- An Asbestos Management Survey has been completed on the site and this together with the Asbestos Register and other relevant information is kept on file in the Premises Manager's office.
- Annual re-inspections of the site are carried out annually by a suitably qualified asbestos surveyor.
- All works carried out on site involving removal or encapsulation of asbestos materials is carried out in accordance with the Control of Asbestos Regulations 2012.
- If asbestos material is required to be removed it is carried out by an approved licensed contractor.
- It is the Schools policy to plan the phased removal of any remaining identified asbestos as part of the Premises Asset Management Plan.

3.6 Child Protection and Safeguarding

- Refer to Safeguarding and Anti-Bullying policies.

3.7 Control of Substances Hazardous to Health (COSHH)

- Any department which may need to use products controlled under the COSHH regulations are to ensure that COSHH files are kept and maintained and that staff who need to use the products are aware of the location of the file. Material Safety Data Sheets (MSDS) should be included in the COSHH file for all relevant substances.

- Any new product used that is subject to COSHH regulations should be added to the COSHH file and the information brought to the attention of any member of staff concerned.
- Personal protective equipment (PPE) is to be used as necessary.
- Substances covered by COSHH regulations should not be decanted into unmarked containers and substances no longer required should be disposed of in accordance with the relevant MSDS.
- Consults the Control of Substances Hazardous to Health (COSHH) Procedures for further advice and guidance.

3.8 Contractors and Visitors on Site

- All contractors and visitors are to report to Reception on arrival where they will sign in and out in the visitors book and be given a visitor's badge.
- A 'General Health and Safety Information' leaflet is available to all visitors adjacent to the signing in book in Reception.
- All visitors are expected to be escorted and will be the responsibility of the member of staff they are visiting. 'What to do in the event of a fire' instructions are printed on the reverse of the visitors badge.
- Any contractors expecting to undertake intrusive work will be advised of asbestos locations and the full site asbestos register will be checked before any works are permitted.

3.9 Management of Contractors

- ~~Consult the Safe Management of Contractors Procedure for further advice and guidance.~~

3.9 Defect Reporting Procedure

- Any members of staff who discovers a defect shall report the defect using either the 'Defect Report Form' available from the staff room or by emailing the Premises Manager. Repairs are carried out as soon as possible with any necessary securing of areas, where applicable, undertaken until remedial work is complete
- Major defects should be reported directly to the Premises Manager who will prioritise and deal with faults as appropriate. Minor defects e.g. spillages of liquids etc should be reported to Student Services who will be able to contact the Site Services team direct by radio or the site services mobile phone.

3.10 Display Screen Equipment

- Written risk assessments are to be made for any users where appropriate.
- Aylesford School will pay for suitable eye tests for users of DSE as appropriate in accordance with the Health and Safety (Display Screen Equipment) 1992.
- Staff who experience aches and pains which might be associated with the use of DSE should report them to the Premises Manager so steps can be taken to solve the problem.

3.11 Electricity at Work

- The hard wired electrical installation is tested every five years by a suitably qualified electrical engineer; records are kept on file in the Premises Manager's office.
- Stage lighting is tested annually by a suitably qualified electrical engineer and records are kept on file in the Premises Manager's office.
- Portable electrical appliances are tested annually by a suitably qualified engineer and records are kept on file in the Premises Manager's office.
- All tested items will display a valid test sticker.
- All electrical equipment brought into school must be checked before use by a suitably qualified person.
- All staff using electrical equipment have a responsibility to report any defective equipment and are also required to visually check electrical items for loose pins, frayed cables etc prior to use. Any item found to be defective will be taken out of use until it has been repaired or replaced.
- Consult the Electrical Testing Procedure for further information and guidance.

3.12 Fire Precautions

- A comprehensive Fire Risk Assessment has been completed for any buildings on site by a suitably qualified person. This document is accessible via the AtlasWeb and a hard copy is kept in the 'Fire' file along with the Fire Emergency Evacuation Plan (FEEP) Precautions Manual and other relevant documentation and kept in the Premises Manager's office.
- A comprehensive automated fire alarm system is installed across the site linked to an off-site Central Monitoring Station. In-house testing of call points is carried out weekly and six monthly periodic inspections of the system are carried out by a suitably qualified engineer in accordance with British Standard BS5839.
- Portable fire extinguishers and fire blankets are located throughout the site and these are serviced annually by a suitably qualified technician.
- A full emergency lighting system is installed throughout the site. In-house testing of the system is carried out monthly and six monthly periodic inspections are carried out by a suitably qualified engineer in accordance with BS5839.
- Fire Safety information and assembly points are displayed throughout the school and in each classroom.
- Fire drills are carried out termly.

3.13 First Aid/Medication

- The school has a number of staff who are qualified first aiders.
- First aid boxes are situated in various locations throughout the school and are maintained by the first aiders. These boxes must not contain other than the recommended items.
- Training of staff in emergency first aid has been performed and is considered on a regular basis as part of the INSED process.

- Copies of the first aiders' and emergency aiders' certificates are filed in the Health and Safety folders and appropriate re-training and refresher courses arranged when necessary.
- Consult the First Aid and Medication in School's policy for further advice and guidance.

3.14 Glass and Glazing

- A risk assessment has been carried out for all glazing to ensure glazing complies with current safety standards. All low level glazing i.e. below 800mm, glazing in doors and high risk glazing, toughened or laminated glass complies with safety regulations or has been fitted with safety film. All broken glazing should be reported, area made safe immediately and repaired as soon as possible.

3.15 Health and Safety Advice

- Any member of staff who requires advice or guidance on any health and safety matter can contact the Premises Manager via:-

Email: pavier.l@aylesfordschool.org.uk or Tel: Extn 2278

3.16 Housekeeping and Waste Disposal

- The Premises Manager is responsible for ensuring the premises are kept clean, tidy and to minimise the accumulation of rubbish.
- The Premises Manager is assisted by a team of three caretakers and numerous contracted cleaning staff who work before and at the end of the school day.
- Any spillages should be cleaned away immediately and signs should be erected to warn people of potential slip hazards.
- The Premises Manager and caretaking staff ensures sufficient quantities of salt is available to clear snow and ice from the school grounds and various equipment is available to aid snow clearing.
- The Premises Manager and the caretakers are responsible for ensuring that all pathways are clear of leaves to avoid slips.
- Broken glass is disposed of in the marked containers (such as, labelled cardboard boxes) which are then disposed of through a skip hire company.
- Spent florescent light tubes are taken to the Caretakers' Store Cupboard and collected and disposed of by a specialist contactor.
- Bins are located in various secure locations around the school.

3.17 Lifting Equipment (including lifts and hoists)

- Any member of staff using the passenger lifts on site must first have been given instructions on their use. Students are not to use lifts ~~unaccompanied by a member of staff~~. Unless supervised by a member of staff.
- The maximum number of passengers and maximum weight limit is displayed within the lift; these must not be exceeded.
- Lifts are not to be used out of school hours by lone workers.

- Lifting equipment is serviced regularly in accordance with current regulations and insurance requirements by suitably qualified engineers.

3.18 Lettings

- Consult the Terms and Conditions for the Hiring of Education Premises and Grounds out of Normal Hours for further advice and guidance.

3.19 Lone Working and Personal Safety

- Consult the Aylesford School Lone Working Guidelines.
- Refer to the HSE – Working Alone Health and Safety Guidance for further advice and guidance.

3.20 Maintenance/Inspection of Equipment

- Equipment is inspected and tested as per the applicable regulations.

3.21 Manual Handling

- A range of trucks and barrows are available to assist in moving heavy loads. Assistance from the Site Services team must be sought when moving heavy loads and use must be made of the appropriate equipment.
- Training will be available to staff required to undertake any manual handling operations and individual risk assessments will be carried out as necessary.
- Consult the Aylesford School Manual Handling Procedure for further advice and guidance.

3.22 Minibuses

- All drivers using the school minibuses to transport students to off-site locations must have passed the driving test conducted by a recognized MIDAS training procedure.
- Minibuses used for the transportation of students are checked daily using the WCC Daily Vehicle Check Defect Report book by the Site Services team. Records are kept in the Premises Manager's office.
- Consult the Aylesford School Minibuses Procedure for further advice or guidance.

3.23 New and Expectant Mothers at Work

- Staff are encouraged to advise their Head of Department as soon as possible if they suspect they are pregnant.
- The individual staff member is responsible for ensuring that the HR Officer is informed so the appropriate advice and guidance can be provided.
- The Head of Department is responsible for ensuring the Premises Manager is informed so a Risk Assessment can be put in place for the expectant mother.
- The Risk Assessment should be monitored and amended as necessary throughout the course of the pregnancy.

- On return to work, breast feeding mothers will be provided with a private room for the purpose of expressing milk should they request this.
- Consult the HSE Guide for New and Expectant Mothers and the Aylesford New and Expectant Mothers at Work Procedure for further information and guidance.

3.24 Noise

In order to comply with the Noise at Work Regulations, Aylesford School will:-

- Identify noise problems and if the noise levels are above 85dB(A), measurements will be taken and assessments will be repeated at appropriate levels.

Where noise levels are above 85dB(A), Aylesford School will:-

- Inform the employees of the noise levels present and the measures taken to reduce exposure.
- If it is not possible to reduce the noise levels below 85dB(A) employees will be issued with appropriate hearing protection and hearing protection zones will be set up.
- Where employees are found to be exposed to noise levels in excess of 85dB(A) over an eight hour period, appropriate health surveillance and occupational health advice will be sought.

3.25 Trips and Educational Visits

All off-site activities shall be carried out in accordance with the School Visits and Journeys Policy.

3.26 PE Equipment

PE equipment is to be inspected annually by an independent competent contractor. Any equipment found to be defective is to be taken out of use immediately. If appropriate, suitable repair or replacement should be considered.

Records of inspections will be kept in the Premises Manager's office.

PE staff are responsible for pre-use checks on equipment which should be recorded.

If faults develop between inspections the equipment is to be taken out of use until it can be inspected by an appropriately qualified person and replaced or repaired.

3.27 Personal Protective Equipment (PPE)

- Personal protective equipment will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee when required.

3.28 Radiation

- The school has a small amount of radioactive sources.

- The school has a Radiation Protection Officer and uses the WES Safety and Premises facility as its Radiation Protection Advisor.
- Consult the Aylesford Science Department's Health and Safety Policy for further advice and guidance.

3.29 Risk Assessments

- A departmental risk assessment has been carried out for general classroom activities that applies to all department. As new activities take place a risk assessment is carried out as necessary.
- Departmental specific risk assessments for higher risk activities are carried out as necessary by individual departments and are kept in the relevant departmental Health and Safety files.
- Risk assessments are reviewed annually in consultation with the relevant managers/users.

3.30 Security

Adequate arrangements are in place to secure the school site via automated access controls, perimeter fencing, security systems and staff procedures. Consult the Aylesford School Security Procedure for further advice and guidance.

3.31 Smoking

Smoking is not permitted anywhere on site.

3.32 Sports Pitches/Playing Fields

- Sports pitches and playing fields will be maintained by a contractor appointed by the school.
- PE staff are required to carry out visual daily checks on the playing area prior to any activity. Any issues affecting health and safety should be reported to the Premises Manager.

3.33 Stress Management – Guidance and Advice

- If employees are experiencing any problems in relation to stress they are encouraged to report this to their Head of Department in the first instance.
- Staff can however, speak directly to the HR Officer or the Premises Manager.

3.34 Temperature/Thermal Comfort

- In areas where air conditioning is installed this will be maintained as part of a service level agreement in line with current regulatory guidance.
- In areas where air conditioning is not available adequate access to natural ventilation should be available.
- In the event of employees experiencing problems with thermal comfort they should raise the matter in the first instance with the Premises Manager.

3.35 Training

- The importance of training is acknowledged in the area of Health and Safety.
- A Health and Safety summary guide is issued with the staff handbook and all staff are asked to read the Health and Safety Policy found on the School website.
- All staff receive Health and Safety refresher training every year as part of the CPD programme.
- Every opportunity is taken with the resources of finance and time available to ensure that staff, students and governors receive appropriate training in areas of:-
 - Fire Security
 - Personal Safety
 - Site Security
 - Health and Safety
 - Risk Assessment
 - Intruder Alarm
 - Manual Handling
 - Asbestos Awareness Training
- Health and Safety inductions are carried out for all new staff within the first two weeks of starting their employment by the Premises Manager.
- Records of all Health and Safety related training is kept by the Premises Manager together with the School Health and Safety Folders.

3.36 Vehicles on Site/Car Park Arrangements

- The Premises Manager has responsibility for the management of vehicles on site.
- Staff are requested to observe the speed limit around the school site of 10mph. Cyclists are requested to dismount before entering the site and not to use the bicycle around the site.

3.37 Ventilation

- Employees should wherever possible make appropriate use of the ventilation systems available.
- Training will be given if required.
- Natural ventilation should be used where possible, in areas where additional mechanical ventilation has been installed this will be tested and serviced by a competent person in line with current regulations.

3.38 Water Hygiene Compliance

A Legionnaire Control and Water Management review has been carried out for the school.

Two yearly risk assessments and quarterly testing and inspecting works are carried out by an approved contractor.

Flushing and temperature monitoring is carried out by the Site Services team.

Records are kept in the Water Hygiene log book located in the Premises Manager's office.

3.39 Work Equipment

- All work equipment used on the premises will be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Any equipment brought into school by members of staff must be checked to ensure safety compliance.
- Heads of Department must ensure that any such equipment within their department is used appropriately and training should be provided if required by the user.
- Heads of Department are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment.
- Personal Protective Equipment must be provided free of charge if required.

3.40 Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate, all reasonable steps should be taken to reduce the risk to as low as possible.
- Any staff who may be required to work at height must attend the appropriate working at height training.
- There are various types of equipment throughout the school site, with most departments having access to kick stools or small steps inspected annually.
- The caretakers have step ladders, long ladders and access tower equipment which is inspected annually. The access tower is only erected and used by the staff that are certified as competent to do so.
- The appropriate contractor will carry out the annual inspections of the ladders and records such as testing.
- All working at height activities must be risk assessed prior to commencement, this is the responsibility of the Head of Department/Premises Manager to ensure this takes place.
- Heads of Departments are responsible for ensuring employees within their department only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Students are not permitted to use access equipment.
- Contractors are expected to provide their own equipment suitable for the task they have been hired to do. They are not permitted to use the school.

Part 4: APPENDICES

- Accident Form
- Control of Substances Hazardous to Health (COSHH) Procedures
- General Health and Safety Information leaflet
- Safe Management of Contractors Procedures
- Defect Report Form
- Electrical Testing Procedures
- Accident, Incident, Near Miss, Reporting, Recording and Investigation Procedures
- Terms and Conditions for the Hiring of Education Premises and Grounds and Out of Normal Hours
- Lone Working Guide
- Manual Handling Procedure
- Use of School Minibus Procedure
- New and Expectant Mothers at Work Procedure
- School Security Procedure