



Health & Safety Policy King Solomon High School

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I. GOVERNING BODY'S STATEMENT OF INTENT

The school aims to provide a healthy and safe environment for its pupils, staff and visitors. The school recognises that effective health and safety management is an essential element of its activities and is committed to an ongoing programme of upkeep and improvement of its premises.

The school works to achieve the standards as outlined in the Health and Safety at Work Act 1974, its regulations and associated legislation.

As far as is reasonably practical, the school seeks to:

- Provide and maintain equipment and systems of work that are safe to use and so not risk the health of our employees.
- Ensure that there are no risks from using, handling, storing and transporting articles and substances.
- Provide information, instruction, training and supervision to ensure a healthy and safe working environment.
- Keep the school in a healthy and safe condition and to provide safe means of access and use for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for employee welfare at work.

The school fully endorses the Local Authority's Corporate Health & Safety at Work Policy

SIGNED:

(Chair of Governors)

DATE:



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2. ORGANISATION OF HEALTH, SAFETY AND WELFARE

Governing Body – Doreen Samuels (COG), Kevan Green (Chair of Resources and Vice-Chair)
Head Teacher (HT) – Hannele Reece
Deputy Headteacher (DH) – Bradley Abrahams
Health and Safety Co-ordinator (HASCo) – Nathaniel Appiyah
Site Manager/Caretaker (SM) – Gary Walker
Head of Department (HOD)
Control of Substances Hazardous to Health (COSHH)
COSHHCo (currently undertaken by –C.Baker – Head of Science)
Senior Leadership Team (SLT)

General Statement

We all have a duty towards ourselves and all we work with. Please do not subject yourself or others to unreasonable risk. Assess potentially hazardous procedures. Use the correct equipment for a job. Report hazards and follow correct procedures.

Professional Advice

The school works in partnership with SafetyMARK – The National Safety Certification Scheme for Schools, to ensure that we are fully compliant.

3. INDIVIDUAL RESPONSIBILITIES

Governing Body

The Governing Body have ultimate responsibility for the running of the school, under which falls responsibility for the health and safety. They are responsible for making necessary resources available and for ensuring the Headteacher manages the health and safety of the school effectively ensuring that:

- Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Monitor, via reports, the overall performance of the Schools health and safety management systems.
- In particular the governing body undertakes to provide:
 - i. A safe place for staff and pupils to work, including a safe means of entry and exit.
 - ii. Plant, equipment and systems of work, which are safe.
 - iii. Safe arrangements for the handling, storage and transport of substances.
 - iv. Safe and healthy working conditions which take account of all appropriate:
 - a. Statutory requirements
 - b. Codes of practice whether statutory or advisory



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c. Guidance whether statutory or advisory.

- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Within the financial resources available, staff will be offered health and safety training appropriate to their duties and responsibilities. Pupils will receive such training as is appropriate to the school-related activities in which they are involved.
- Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.
- Adequate welfare.

Headteacher

The Headteacher is responsible for ensuring that:

- there is an appropriate organisation within the School for implementing the Health and Safety Policy.
- sufficient resources are allocated to enable health and safety to be successfully managed.
- this Policy is brought to the attention of all staff;
- a copy of this Health & Safety Policy is accessible at all times, to all staff, on the shared drive
- the provisions set out in the Health & Safety Policy are implemented;
- other health and safety information is communicated to relevant staff;
- accidents are investigated and reported using the established procedures;
- adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- inspection report forms are dealt with in appropriate manner;
- training needs are identified and met, and appropriate records are retained;
- assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- new employees receive appropriate health, safety and welfare information, instructions and training, including a copy of this policy, security information, and fire safety information and other safety procedures;
- fire precautions and procedures are implemented (including fire drills);
- appropriate arrangements are made with regards to lettings;
- health and safety performance is monitored,
- regular health and safety inspections of the School are carried out.
- Risk assessments are implemented, such as the COVID 19-Return to work

School Health and Safety Co-ordinator

- establishing arrangements for dealing with health and safety matters such as:
 - dissemination of health and safety information to all staff;
 - first aid;
 - accident reporting;
 - emergency evacuation procedures;
 - ensuring accidents are investigated;
 - ensuring health and safety matters raised by staff are dealt with;
 - maintaining a central file of health & safety information relevant to the establishment;
- co-ordinating all aspects of the Health and Safety Policy and practice;
- liaising with Safety Representatives or other means of consulting with employees;



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- ensuring the implementation of the Health and Safety Policy is monitored;
- ensuring ‘reportable’ accidents are referred to the Borough.
- Ensuring the COVID 19 Risk Assessment is disseminated to all staff and implemented across all areas of the school.

Line Managers are responsible for implementing the Health and Safety Policy within their area of control. In particular they will need to ensure that:

- appropriate health & safety information is held within the Department/Section;
- administration staff receive training to carry out their fire warden/marshal duties
- the Health & Safety Manual is complied with and appropriate safety signs or notices are displayed;
- assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- relevant health and safety information is communicated to staff;
- all accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- health and safety training needs of staff within the Department/Section are identified and met, or reported to the Headteacher/HASCo;
- staff are aware of the fire procedures;
- staff are aware of COVID 19 risk assessment and procedures relating to that
- new employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

Heads of Departments

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

Heads of Department will need to ensure that:

- equipment within the Department is maintained in a safe condition. To achieve this, the Head of Department will ensure (through the SM) that the equipment is subject to regular inspections by competent staff and an annual maintenance programme;
- regular inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- new employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- records are maintained of the Department’s health & safety activities:

Record Type	Maintain Record
Risk Assessment (inc COVID 19)	Until reviewed
Training records	For the life of the qualification
Inspection records	Until next inspection
Maintenance records	Until next maintenance check
Lifting equipment inspections	For 2 years



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Class Teachers and Department Technicians

The health, safety and welfare of students in classroom, laboratories gym, sports field and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by an experienced professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- be aware of, and follow, health and safety guidance;
- exercise effective supervision of students 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;
- give clear instructions and warnings as often as necessary
- ensure that students' coats, bags cases etc. are safely stowed away and not causing an obstruction;
- integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- follow safe working procedures personally;
- ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- make recommendations on health, safety and welfare matters to the head of department or team leader.
- Teach in accordance with the school's COVID 19 Risk Assessment.

Site Manager

The Site Manager (SM) is responsible for ensuring the health, safety and welfare of the site services team including cleaning staff. Caretaking staff have a major role in HAS and must consider their own HAS when carrying out their duties. In particular the SM is responsible for:

- Fire exits - ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied.
- Fire alarms - undertaking the weekly test of the fire alarm system.
- Emergency lighting - undertaking the weekly test of the emergency lighting system.
- Hazard reporting - checking emails for any reported hazards at least daily, rectifying those issues within their authority and notifying the Headteacher/DH of any unresolved issues.
- Inspections - undertake inspections of the communal areas of the school to identify hazards.
- Lettings - liaising with those hiring the premises to ensure that they are aware of evacuation procedures and accident reporting procedures.
- Paths and Grounds - remove any obstacles and litter, 'grit' when icy.
- Manual Handling - use proper equipment and follow sensible procedures. Divide loads where possible; ask for extra help when needed;
- Climbing – only use Local Authority approved steps. **Do not** use scaffold towers unless you are trained and certified to do so.
- Substances – Have signed COSHH assessments readily available and ensure they are read and acted on by SM/caretaking staff.
- Protective Equipment – Must be worn as required for the job i.e. steel capped boots, eye protection, overalls etc. PPE should also be worn in accordance with the COVID 19 Risk Assessment



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- Equipment – ensure that your equipment is properly maintained and that electrical equipment is checked by local authority recommended contractors. **Do not** bring your own equipment or tools into school as this is prohibited;
- Contractors – Issue emergency procedure leaflet to all contractors. Do not allow hazardous work to proceed.
- Cleaners – School cleaned thoroughly, particularly high traffic areas, with anti bacterial substances to reduce the spread of viruses such as COVID-19

Offices

Office staff are expected to:

- know the emergency procedures in respect of fire and first-aid and any special health and safety measures (eg COVID 19) to be adopted in their areas of work and to ensure that they are applied;
- be aware of, and follow, health and safety guidance;
- follow safe working procedures personally;
- make recommendations on health, safety and welfare matters to the HASCo.

Although prime responsibility for health and safety rests with the Local Authority, Governing Body and Senior Managers, all employees also have responsibilities. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare.

Employees

All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.



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- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.

The Pupils

Pupils will be reminded that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

Information

The Local Authority also issues procedures, bulletins, standard risk assessments and advice. Where relevant, these should be kept in department files for reference.

4. FIRE PROCEDURES

The school has a detailed fire evacuation plan. Information on the actions to be taken in the event of a fire is detailed on the fire action notices and copies the fire evacuation procedure is enclosed at the end of this policy.

5. INVACUATION PROCEDURES

The schools has a detailed invacuation plan. Information on the actions to be taken in the event of a security breach onsite is detailed within this plan which is enclosed at the end of this policy.

6. COVID 19 PROCEDURES

The school has detailed procedures to try and minimise the risk of spread of COVID 19. The school will provide additional sanitizer and cleaner in all classrooms, offices and toilets and PPE when appropriate. Social distancing measure will also be expected as students return to school. There is a robust Risk Assessment in place, available on the shared drive, which all staff should be made aware of and follow. It is the responsibility of all staff to report when they find the school is not complying with the procedures set out.

If a member of staff notices measures that are not being followed they should report this to the HASCO or a member of the senior team.



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7. ASBESTOS DUTY HOLDERS

The Asbestos Duty Holder(s) must ensure that they have written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

It is recommended that the duty holder **always** obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

8. MONITORING

There are regular whole school internal HAS audit inspections. Accidents are recorded and reported to the Governing Body each term. Routine equipment maintenance checks are either carried out by the site staff or through arranged contracts (fire extinguishers, PE equipment, etc).

9. INDUCTION

New staff, teaching and non-teaching, including short term and supply staff, must know the school's HAS policy and procedures. HAS is an integral part of staff induction.

10. PORTABLE ELECTRICAL APPLIANCES



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All appliances are tested annually and approved for use by the school's electrical contractors. Any appliances that have not been tested, or have failed the test, should not be used. Staff are **not** permitted to bring in their own items of equipment to use without them being PAT tested through the school.

11. EQUIPMENT (GENERAL NOTE)

It is a requirement of schools' health and safety policies that all staff are advised that 'work equipment' should only be used for its intended purposes. Work equipment is designed to perform specific functions. Using equipment in ways and tasks for which it was not designed is inherently hazardous, and strictly prohibited by this policy. The school requires all employees and students who use equipment to undertake pre-use inspections to identify obvious faults (e.g. damaged casings, exposed wiring, etc).

Staff are not permitted to modify equipment due to possible health and safety consequences.

12. DISPOSAL OF EQUIPMENT

Any items such as fridges/cookers etc. should be disposed of by contacting the Site Manager who in turn will arrange for its disposal as appropriate.

13. REPORTING HAZARDS

It is everyone's responsibility to prevent the use of dangerous areas, furniture, equipment, substance or activity.

Action

Where possible and safe to do so, remove and label dangerous or defective equipment – isolate the hazard. If it is an urgent, possibly dangerous problem, then immediately inform the school office who will then locate the Site Manager or a member of SLT.

If it is not urgent, inform the Site Manager, caretakers, HOD, SLT or HASCo as appropriate via email.

14. RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations, there is a requirement for all risks to health and safety to be assessed and for the significant findings to be recorded. Each department maintains its own risk assessment records covering their work activities in the shared risk assessment folder location of the department. School-wide risk assessments are kept by the HASCo in the Health and Safety risk assessment folder location.

15. AUDIT INSPECTION

There is a regular full school internal audit inspection and all areas of the school are covered. A SafetyMARK audit occurs every two years. On receipt of the inspection report, the school compiles an 'action plan' to address issues raised.

16. SUPERVISION OF STUDENTS

Timetabled Classes



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Designated staff or cover staff are responsible for supervision. A register must be taken at the beginning of the lesson. Staff must exercise caution and discretion when allowing students to go to the toilet or leave the classroom. Pupils must have a written note.

Between Lessons

Where possible, see students in and out of rooms and direct pupils away from congested areas.

Staff Duty Rota

This operates during the normal school day, including the lunch break.

Before School

Students should not arrive before 8.00am, as there is no organised supervision.

After School

Students should leave the site immediately at the end of the normal school day, unless they are involved in organised activities with staff supervision. Parents must know the nature of the activity, the approximate finishing time and be reminded to make arrangements for the journey between school and home. Notify office staff of after school activities. Regular events such as games and homework are listed in the booklet for parents, who will be asked to provide an agreement for their child to participate in these activities.

Off-Site

There are procedures for visits and journeys and Work Experience. When making short supervised visits to other local schools and local venues during the normal school day, make sure the main office and security hut are informed and, where appropriate, parents know of the locations and arrangements for return to school.

17. ACCIDENT OR ILLNESS

Needing First Aid

Pupils requiring first aid should be sent to the front office. An assessment by a first aider will then be given and if appropriate, treatment will be provided or the parents/carers contacted if the pupil needs to be sent home. First Aiders to ensure appropriate PPE is worn when assessing pupils or staff, to reduce the risk of spreading viruses, such as COVID 19. PPE to include gloves, masks, aprons and ensure sanitizer is used.

Serious Injury or Illness

The school has approved *Pupils Referred to Hospital* procedures. The appropriate form is completed by the Medical Officer and forwarded to the LBR with one copy being kept in the medical room and one held by the Office Manager.

Trained First Aid Staff

First Aiders, identified on the following page, are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;

Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

HASCo maintains up to date lists for display in offices, staff-rooms and other appropriate areas of the school (the current list is attached). First-aid staff are insured against any liability while on the school site or on a school visit.

There should be first aid cover at all times the site is occupied. If staff are in school during the holiday periods, there must be first aid cover on the premises.

First Aid Boxes



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These are located around the school as per the following list:-

- Food technology
- All other Technology rooms upstairs and down
- Technology Office
- Modern languages Office
- Humanities Office
- Class Office
- Science prep rooms upstairs and down
- IT/Business studies Office
- Sports Hall
- Main Hall
- Old Gym
- Art
- 6th Form Office
- Drama Room
- 6th Form Cafe
- Reception
- Security Hut
- One on each Minibus

Lisa Levy and Victoria Jones are responsible for checking that first-aid boxes are fully stocked. All departments have been issued with a summary of the contents to be included in a first aid box. A list of staff holding current first aid qualifications is either attached on the outside of the first aid boxes or next to them. (See list below).

IN AN EMERGENCY PLEASE CONTACT A FIRST AIDER

A list of all certificate first aiders is up in the staff room.

Blood Spillages

Must be cleared by caretaking staff only. (Always wear disposable gloves and, where needed, an apron. All affected material must be placed in a plastic bag and taken to the medical room for proper disposal in the Yellow Bag).

Visitors and Contractors

These must be directed to reception area. All visitors must register with the reception office and wear a school pass badge issued at reception. The Reception staff should ask visitors if they have been ill with COVID related symptoms in last 14 days, and make visitors aware of fire and emergency procedures on arrival by giving them a copy of the schools' Emergency Procedure leaflet. Parents should not arrange to drop off or collect pupils on the school site except in circumstances where the student is unwell, injured or disabled. Pedestrians should use the main pedestrian entrance in Starch House Lane to avoid vehicles that are entering or exiting the site on Forest Road. All contractors are to be provided with the school's 'Emergency Procedure' leaflet by the SM, caretaker or security staff on duty.

Weekends and Student Holidays



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The Deputy Headteacher issues holiday opening times, and staff using the building must sign in and out and adhere to any HAS instructions.

SLT agreement must be obtained for students to be on site during holiday periods.

18. SCHOOL EVENTS AND LETTINGS

Parents evenings, presentation days, concerts, plays, activities organised by school staff for pupils that are not a part of the school's weekly timetable should be arranged with SLT as planning regarding cover, daytime use of hall, letting after 3.30pm must be taken into consideration as caretaking and cleaning schedules are affected.

Lettings

The school has a Lettings Policy which is ratified by the Resources Committee every two years.

- The Site Manager must advise those hiring the premises of the location of exits, extinguishers and any relevant HAS hazards in the user area, and areas of the school where they are not permitted to go.
- The Site Manager must also liaise with those hiring the premises to ensure that they are aware of evacuation procedures and accident reporting procedures.
- Completion of Lettings Application form must be completed by person hiring the premises.

19. RISK ASSESSMENTS AND PROCEDURES FOR THE FOLLOWING ACTIVITIES

Visits and Journeys

The school adheres to DfE Guidelines. Do not arrange any visit without following the school trip procedures. Procedures, trip forms, risk assessment templates and medical forms can be found in the Health and Safety folder in Staff Public.

COVID 19

All staff must be aware of and following the procedures laid out in the COVID 19 Risk Assessment

Minibuses

Drivers must be LBR tested and licensed. Details of these drivers can be found on the DAVIS (Driver and Vehicle Information Service) website. Vicki Jones has log in details. Regular checks are carried out using a checklist. This checklist and a list of staff authorised to drive the minibus can be made available upon request from the front office.

Manual Handling

Do not lift or move heavy loads without help or the proper equipment.

Ladders

Work at height is defined as any place of work, or access or egress there to, which if the measures outlined in the Regulations were not taken a person could fall a distance liable to cause personal injury. In effect this means if anyone is working above the base surface (even if only at a small height) they are deemed to be working at height. Examples of these types of situation include using kick-stools or small stepladders.

The Regulations require employers to ensure that work at height is properly planned (including the selection of work equipment in accordance with specified criteria laid down in the Regulations), appropriately supervised and carried out in a safe manner. When completing risk assessments on work at height activities, Managers are required to:

1. ensure that work is **not carried out at height** if it is reasonably practicable to undertake it on the base level;



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2. If work **is** carried out at height that suitable and sufficient measures are implemented to **prevent anyone falling** a distance liable to cause injury;

3. If the risk of someone falling is not eliminated by the above measure the Manager must provide sufficient work equipment to **minimise the distance and consequences** of any potential falls.

Under the Work at Height Regulations employers may only allow the use of a ladder if **ALL** of the following points are relevant:

- A specific risk assessment has been completed for the task;
- The risk assessment demonstrates that the use of more suitable work equipment is not justified because of the low risk;
- the work is of short duration or there are existing features on the site which cannot be altered.

Following a risk assessment, managers must compile a safe system of work which incorporates the control measures identified, thereby enabling them to be implemented on a day to day basis.

It should be noted that a ladder should primarily be used for gaining access to height, and should not be considered a working platform, or a place of work.

Managers must consider whether any safer system of work access can be provided and use it where appropriate.

Step ladders conforming to BSI standards must be used for access to high shelves etc. Do not use domestic quality ladders or chairs.

Scaffold Tower

Trained staff only may use or directly supervise its use.

Electrical Equipment

Must be checked and labelled by a registered electrical contractor on an annual basis. Staff or students' electrical equipment **must not** be used. Everyone who uses electrical equipment or works in an area where electricity is used must be aware of problems and report them immediately to the SM/ HOD/Line Manager. Examples of problems to be aware of are: damaged sockets, plugs or cables; burning smells or blackened sockets; frequently blown fuses. The following precautions need to be taken when dealing with electrical equipment;

- Turn off power before working on equipment or if switches, plugs or sockets get hot.
- **Do not** overload sockets.
- Regularly visually check equipment for signs of damage and wear.
- **Do not** touch switches and appliances with wet hands.
- Protect electrical equipment with correct fuses or circuit breakers.
- Only qualified and experienced personnel must examine the equipment and make necessary repairs and improvements.

All new equipment must be inspected to ensure it carries the appropriate CE marking.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Directive 2012.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2015. (This may be via LBR facilities or through a specialist contractor).

COSHH

The person responsible for COSHH in each department should adhere to the following guidelines:-

- Managers must consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative.
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on



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site.

- No new hazardous substance is used by the School's employees or students until a suitable & sufficient COSHH assessment has been completed.
- The Authority's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly;

All potentially hazardous substances must have a COSHH assessment – these can be obtained from the person responsible for COSHH in relevant departments, Head of Department in Technology and C.Baker in Science. Storage and control of hazardous substances is subject to COSHH regulations and staff involved in their use, storage and disposal should consult with the person responsible for this in their department.

Ergonomics

This is the interaction between people, equipment and their working environment and covers the following:

- Workplace design
- Workstation/equipment design
- Work methods and procedures

Ergonomics should be considered when a new workplace is being designed, when new equipment is being selected and installed or when jobs or procedures are being considered.

Display Screen Equipment

Many ill effects have been associated with jobs involving the use of display screens. Employers and staff both have a part to play in minimising the ill effects. Height adjusted chairs should be used which have back rests; work needs to be planned so that regular breaks can be taken from using the computer screens (at least one per hour); appropriate training and information should be made available, screen controls should be adjusted to prevent eyestrain, screens should be kept clean; any problems associated with the use of the equipment should be reported to the line manager/head of department. Regular eye tests may need to be arranged for certain members of staff.

Pregnancy

A risk assessment should be undertaken by the HOD in respect of school-based activities of pregnant staff. The HASCo will provide the form.

Lone Working

Control measures which might need to be implemented to enable lone working might include restrictions on the type of work which can be undertaken (for example no work at height, no hot works, or no live electrical work). Other control measures may include instruction, training, supervision, protective equipment etc.

19. SECURITY AND PERSONAL SAFETY

Everyone is expected to be actively involved in security and personal safety in our School and should as far as is reasonably possible carry out the procedures set out in this document.

To ensure safety of own self and others, pupils and staff should be sent home and possibly self-isolate if COVID 19 symptoms develop at school.

The following members of staff carry out specific functions either themselves or by overseeing their staff.

IT Manager – Responsible for: backing up of all the school's computer records; staff and pupil data and financial records;



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Site Manager/Caretakers/Security Staff – Responsible for: visitors and contractors signing in and out (when school is not in session) locking and unlocking premises – cleanliness of site – litter removal – graffiti removal – safe storage of waste.

Headteacher's Personal Assistant – Responsible for secure storage of teaching and administration staff's personnel files.

Technicians – Responsible for: secure storage of tools; secure storage of hazardous and flammable substances; department inventory.

Examination Officer– Responsible for: secure storage of pupil work required for assessment; secure storage of records; secure storage of examination papers.

Heads of Year - Responsible for: secure storage of pupils' files.

Heads of Department – Responsible for: secure storage of department records and inventory; secure storage of equipment.

All Staff – Responsible for: secure storage of personal effects. All staff to be issued with LBR's 'Personal Safety of Staff' guidance.

20. KITCHEN

The kitchen manager has the responsibility for the supervision of the catering staff. They also has responsibility for the electrical and catering equipment, hoods and ventilation in the kitchen. The kitchen manager where necessary will liaise with the HT on matters of mutual concern.

LINKS WITH OTHER POLICIES:

- Business Continuity Plan Autumn 2022
- Risk Assessment 2022
- Invac Evac Procedures 2022
- Lettings policy – including:
 - Lettings Conditions of Hire
 - Lettings Charges Document
 - Lettings Application