



HEALTH & SAFETY POLICY

1. Introduction

This Policy constitutes Hartmore School's Health & Safety Policy documentation.

The school's Directors and Headteacher recognise and accept their responsibilities under law as responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Headteacher.

In particular the Directors and Headteacher are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition
- Maintaining safe access to and egress from the premises
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring a healthy working environment is maintained including adequate welfare facilities
- Ensuring adequate resources are made available for Health & Safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work

In addition to the above commitment, the Directors and Head Teacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Directors and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Directors and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Directors and Head Teachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and arrangements have been approved by the directors and will be reviewed at least annually and revised as and when necessary.

2. Organisation

Roles & Responsibilities

In order to achieve compliance with the Statement of Intent the school's normal management structure has additional Health & Safety responsibilities assigned to them.

- Steve Miller, CEO, has overall responsibility for the school and for Health & Safety in the school.
- The Headteacher has responsibility for Health & Safety in the school, and is also the School's OVC.
- Teachers have a specific health and safety responsibilities for pupils in their care, both in school and off site.
- All staff have an individual responsibility for health and safety, and to bring to the attention of the Headteacher any health and safety concerns they may have.

The Duties of the Directors

The Directors have overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Head Teacher the Directors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The CEO is kept informed of all Health Safety matters through verbal reports to the Directors, governance meetings, and informally as matters arise.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Directors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times. The Headteacher will:

- Arrange visits from the agreed Health & Safety Officer
- Undertake a Health & Safety audit using the Gloucestershire 'Tool kit'
- Produce a Health & Safety action plan and address the planned actions
- Carry out Health & Safety audits with staff
- Arrange Health & Safety training for all staff

The Duties of Employees

All employees have individual legal responsibilities to:

- Take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions
- Comply with the Health & Safety Policy and procedures at all times
- Co-operate with school management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in the workplace
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Inform their Line Manager of what they consider to be shortcomings in the Health & Safety arrangements
- Exercise good standards of housekeeping and cleanliness.

Pupils

Pupils, in accordance with their age and aptitude, 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, 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 anything provided for their health and safety.

3. School Health & Safety Representatives

The Directors and Headteacher recognise the role of Health & Safety representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Directors.

4. Temporary Staff

Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.

5. Teaching Staff

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy. They must also ensure all persons under their control are aware of the general health and safety requirements of the school, and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

6. Teaching Assistants

Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy, and are immediately accountable to the teacher in charge whilst the class is in session.

7. Duties of Offsite Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. Hartmore School refers to SHE webpages.

8. The Duties of Site Manager

The Site Manager (Steve Simpson) has a day-to-day responsibility for ensuring compliance with the School Health & Safety Policy, taking effective action as directed by the Headteacher (or as required), and for immediately referring to the Headteacher any health and safety issues brought to their attention (including the stopping of any practices or the use of any tools, equipment etc that are considered unsafe). Steve Simpson manages the Maintenance Team. They ensure the School remains in a good state of repair, and bring any health and safety considerations to the attention of the Headteacher and Directors.

9. Volunteer & Parent Helpers

Volunteers are provided with information and guidance which includes Health & Safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the Headteacher whilst on the school site.

10. Health & Safety Arrangements

The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.

Communication

We recognise the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc. Daily handovers to all homes, parents and carers raising Health & Safety matters as required.

Consultation with Employees

We recognise the importance of consulting with employees on Health & Safety matters. Regular weekly meetings where health and safety matters can be raised are essential. Health & Safety training is compulsory for all staff. All staff must be involved in regular health and safety audits.

Risk Assessment

All pupils have an individualised and personalised Risk Assessment. These are working documents which are kept under constant review and are always accurate and up to date.

We use GCC Risk Assessment processes, along with their Risk Assessment template. This standardises our Risk Assessment for specific activities with those of relevant professional bodies (such as CLEAPPS/AfPE etc.).

Risk Assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

- School Site : Harry Howells, Class Teachers & Steve Simpson
- Art & Design : Cath Quinton
- Science: Ross Smith
- PE : Chloe Spruels
- Outdoor Education : Ross Smith
- Vocational Activities : Class Teachers

School Trips/Offsite Visits

Hartmore School complies with DFE Guidance and the GCC standards on offsite visits and school journeys. Separate school trips procedure has been produced (based on Gloucestershire LEA Guidance) (See Preparation for Offsite Visits and Policy Offsite Visits Policies).

Working at Height

No school staff are allowed to work at height (beyond normal requirements to display children's work). We have a set of safety steps and staff must not work at height that they cannot reach safely from these steps.

The maintenance team are responsible for all work at height in the school They have the relevant training and keep and maintain their own equipment.

Staff also have a responsibility to ensure their own health and safety, and to assist in the operation of any systems designed to provide for their safety.

Noise

Hartmore School is aware of our responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place (currently we have no specific Health and Safety concerns around Noise).

It should be noted that particular care is required to manage excessive noise for benefit of our pupils who have autistic spectrum disorders, as many are hypersensitive to noise.

Violence to Staff

We are aware of their responsibility for assessing the risks of violence to staff, and where violence is identified as a significant risk to ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on 'behaviour slips'.

There is an increased risk of violence directed at staff because of the nature of the children we work with. By definition, many SEN children have poorly developed impulse control and emotional language difficulties. Thus, they find it much more difficult to regulate their emotions (that most mainstream children). Further, expressing their frustrations and difficulties verbally (rather than physically), is much more challenging for them.

It is therefore more important that physical intervention is only used as a last resort to deal with violent behaviour. It should be noted that both physical intervention and physical violence towards staff have decreased dramatically in the school over the last few years. All pupils have Individual Behaviour Support plans that identify risks, triggers and strategies for defusing, distraction that have been used successfully.

When violence occurs and/or physical intervention is used it is recorded in physical intervention reports.

All staff are trained in PRICE (Protecting Rights in a Caring Environment) BILLD accredited behaviour support and physical intervention training (along with regular updates). The emphasis on this training is in ensuring the physical and emotional safety and welfare of both staff and pupils, when in difficult circumstances.

Security Arrangements (Including Dealing with Intruders)

Risks to security of the premises and property are assessed through the risk assessment process.

The school is locked every evening by the school cleaner or a senior member of the Education Team. All keys are locked in a metal Key cupboard in the school office. All pupil information is kept in a locked cupboard in the school office or the Headteacher's office. The school offices are locked separately at night.

Visitors sign in the visitors book and are issued badges. Visitors are always accompanied when in the school.

Except in emergencies, contractors only visit school during school holidays or outside normal school hours and not when pupils are present.

In case of security emergencies the Headteacher and the CEO should be contacted.

Personal Security/Lone-Working

The school ensures that lone-working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety (the parent organisation has a separate policy on lone-working).

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Very few Hazardous substances are used or stored in the school.

Where hazardous substances are used, a designated employee carries out Risk Assessments and adopts control measures, first and foremost seeking to eliminate or substitute the risk.

CoSHH Sheets are obtained for all Hazardous substances used in school.

All Hazardous substances are kept securely in school in locked cupboards, which pupils do not have access to.

CoSHH data sheets for any substances used in practical activities are in the COSHH File in the School Office.

Cleaning staff maintain COSHH data sheets for any products used in the Cleaning cupboard. A copy of all COSHH Sheets are kept in the School Office in COSHH File.

Personal Protective Equipment

Managers and staff are required to assess (on the basis of risk assessment and CoSHH assessments) if, where and when there is a need for Personal Protective Equipment (PPE) as an identified control measure. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

School Transport

Hartmore School does not provide transport to and from school, and therefore has no responsibility for such transportation. However, the school has a risk assessment for the safe movement of traffic on the school site. The School has a Risk Assessment document covering regular traffic entering and leaving the premises (to drop-off and collect pupils). A copy is provided to all regular taxi-drivers, carers and others who drive children to school. No children use buses to travel to school, and no bus ever pulls-up outside or inside the school premises.

Hartmore School utilises GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures.

Risks associated with driving are evaluated within off site risk assessments for activities.

An individual risk assessment is completed for the transportation arrangements for every offsite activity.

All vehicles are maintained by Site manager and safety check undertaken weekly. All staff complete a drivers assessment before transporting children.

Manual Handling (Typical Loads & Handling Pupils)

The school refers to the GCC SHE Manual Handling Risk Assessment toolkit. Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Head Teachers (or add name of responsible person(s) here) are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary. All staff are PRICE trained for physical intervention with pupils (see above).

Curriculum Safety (including Extended School Activity/Study Support)

The Headteacher ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a Risk Assessment is carried out.

An inventory of all equipment is kept by the subject leads, and all tools/equipment/machinery are checked, maintained and stored correctly.

Work Experience Placements

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'. The lead teacher and Foundation Learning Co-ordinator works in conjunction with Prospect training to ensure all work experience placements are appropriately checked.

Display Screen Equipment

The majority of staff within the school are not considered to be Display Screen Equipment (DSE) users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment. The Headteachers ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Playground Supervision/Play Equipment & Maintenance

Risks are assessed using the GCC General Risk Assessment Toolkits. Pupils have individual risk assessments, which cover lunch and breaktime.

The following have been considered to reduce the risks at lunch and breaktime:

- All staff and children eat together at lunchtime
- Lunchtime is split with half the time for eating lunch and half the time (20 mins) for chosen activities both indoors or outdoors
- Primary and Secondary playground are separated, so very rarely are they together during break and lunchtimes
- Staff on duty each break and lunchtime co-ordinate staffing.
- Playgrounds are secure and gates can be locked
- Visitors entrance separate from entrance to school used by pupils

11. Premises

Local Area Risk Assessment

Hartmore School has completed a separate Local area Risk Assessment, which can be found in the Health & Safety File in the School Office.

Mechanical & Electrical (Fixed & Portable)

Hartmore School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt

working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held at School Office.

Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection. All tests are undertaken by Steve Simpson (Site Manager).

Maintenance of Machinery & Equipment

Hartmore School inspects and maintains its equipment on a regular basis. However, the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed, and records are kept.

All heater and boiler tests are undertaken by a qualified person at the required intervals under the direction of Steve Simpson (Site Manager).

Asbestos

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- Complying with all regulations and County Policy concerning the control of asbestos
- Removing asbestos containing materials where the risk to building users is unacceptable
- Having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with the Management of Asbestos in County Council Occupied Premises Guidance
- Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site

The school's most recent Asbestos survey is kept in the School Office, within the Buildings & Premises file.

Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, pupils and other visitors on site. The School provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

Building Contractors

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.

The management of all contractors is undertaken by Steve Simpson (Site Manager) (in consultation with the Headteacher as required), including identifying timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible), access requirements, emergency access requirements etc.

Small-Scale Building Works

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place. Contractors are required to present themselves at the School Office prior to commencing any work. They are required to complete the visitors book to 'sign in' and return to the office to 'sign out' when they leave.

Work will only be undertaken with prior approval of the Headteacher.

The Headteacher and/or the School Secretary will take responsibility for all visitors on site.

All contractors are provided with Safeguarding Leaflet outlining Safeguarding in school, as well as fire precautions/procedures in the event of an emergency.

Contractors are informed of any specific potential hazards on the school site in the areas they are working (e.g. hidden electrics etc.).

Slips/Trips/Falls

We recognise that a significant cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements, which are an immediate Health & Safety risk, are reported to the Headteacher (or Lead Teacher in the Headteacher's absence) or via the normal reporting process of filling in the maintenance book. All staff are expected to be vigilant and aware of possible hazards.

Cleaning

A cleaning schedule is in place which is monitored by the Headteacher. The School directly employs its own cleaner, who reports to the Headteacher.

All waste is disposed of according to appropriate Health & Safety guidelines. The cleaner is also responsible for appropriate waste disposal.

Deep-cleaning is undertaken on a regular basis in the kitchens, and on an annual basis (during the summer for the classrooms or upon request when necessary).

School staff ensure general cleanliness, safe stacking and storage and the checking of general equipment etc. All members of staff and pupils are expected to adopt good housekeeping practices, to assist in the maintenance of a safe and healthy school.

Any issues with the standard of cleaning should be brought promptly to the Headteacher's attention.

Transport Arrangements (on-site)

In order to maximise safety, the school manages access traffic, so that not all taxis and parental cars arrive at the same time. The objective is keeping vehicles arriving and departing at the same time to a minimum.

Vulnerable pedestrians are kept separate from vehicle movements by having precise entry points (so pupils are not in the car park at the same time as vehicles are arriving and leaving the site). All deliveries are booked for outside the school day whenever possible, so as to avoid the arrival and departure times of pupils.

Staff on-duty monitor and support the pupils during arrival and departure to ensure their safety.

Grounds Maintenance (and Grounds Safety)

The school identifies risks associated with caretaking and grounds maintenance using the GCC SHE General Risk Assessment Toolkit.

All grounds maintenance is managed or undertaken by the Site Manager.

Asbestos survey and legionella records are kept in the Buildings & Premises folder in the School Office.

A Log Book of maintenance requirements is kept in the School Office. Staff are expected to update it with any new work that needs to be undertaken. All staff have a responsibility for Health & Safety. This includes reporting and recording new potential hazards.

Regular site walks are undertaken by the Headteacher who adds any maintenance or Health and safety concerns they see to the maintenance Log Book.

Annual Health Safety site walks are undertaken by the Headteacher and the health and safety representative for the wider organisation. He produces a Health & Safety report identify any concerns identified on the site walk or from scrutinising the records. This process informs the Health & Safety Development Plan.

There are weekly Fire Alarm and Emergency Lighting Tests. An annual fire safety audit and report is undertaken. All tests, fire evacuations are recorded in the Fire Safety Log kept in the School Office.

Gas & Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection. All visual checks are undertaken by the Site Manager.

Glass & Glazing

A Risk Assessment has been undertaken for all glazing on site, to ensure it complies with current safety standards. There is no low level glazing (below 800 mm), such as glazing in doors. High-risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported immediately and site staff respond the same day when alerted to broken glass on site. The area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Water Supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionella to staff and members of the public. The Site Manager) has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.

Steve Beveridge (Health & Safety Representative) is responsible for ensuring the annual survey is undertaken and that any identified risks are included in a plan and dealt with. A copy of the annual survey is kept in the School Office.

Snow & Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. An emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. A snow list has been produced and is updated to ensure that cascade of phone calls is made to inform every parent, carer, Registered Manager, taxi driver, and member of the education staff team of the decision to close the school due to adverse weather conditions. Salt/grit and tools are kept on site and a sufficient supply of grit/salt is available to ensure the site is safe. The Site Manager is responsible for ensuring the site is safe and informing the Headteacher before the school.

12. Medical, Fire & Emergency Arrangements

Infectious Diseases

Hartmore School follows the National Guidance produced by the Health Protection Agency. We access the NHS website with any concerns we may have about illness or diseases and follow the directions and advice given.

Dealing with Medical Conditions

Hartmore School accommodates pupils with medical needs wherever practicable and makes reference to DFE circular – 'Supporting Pupils with Medical Needs in School', which sets out the legal framework for the medical health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual plans where necessary, and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents/carers, health professionals and other agencies help provide a suitably supportive environment for those pupils with special health needs.

Drug Administration

Hartmore School accommodates pupils with medical needs wherever practicable, and makes reference to DFE Guidance Managing Medicines in Schools and Early Years Settings. Parents have primary responsibility for their child's health. As such they are expected to provide the school with comprehensive information about their child's medical condition. (obtaining details from their child's General Practitioner (GP) or paediatrician, if needed). We have a specific Policy in respect of the administration of drugs in school. All staff are trained in the administration of medication.

First Aid

Hartmore School follows the statutory requirements for First Aid. The Guidance issued by the DFE on Hartmore School for schools is followed. All education staff are first aid trained. We have a specific Policy in respect of First Aid.

Reporting of Accidents, Hazards & Near Misses

Hartmore School report and investigate all accidents, incidents and near misses, reporting to RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), as required. All staff are encouraged to report accidents, incidents and near misses to the Headteacher. He investigates all such incidents, and identifies and implements means to prevent a recurrence updating Risk Assessments, as required. All completed accident/incident/near miss forms are recorded in the Accident Book, which is kept in the School Office.

Fire Safety & Emergency Evacuation

Hartmore School follows AMPS guidance. There is both Fire Safety and Emergency Evacuation Policies, in place and shared with staff.

At least two unannounced Fire Drills a year are undertaken, where pupils are not informed in advance.

Extinguishers are placed at key sites around the school and their positions recorded in the policy.

Fire Safety Equipment is checked during Health & Safety site walks.

The Fire Alarm and Emergency Lighting are checked weekly by a named member of staff. These checks are recorded in the Fire Log Book.

13. Monitoring & Review

Monitoring

This Health & Safety Policy (and all arrangements described herein) are closely monitored and reviewed at least annually. This Policy (along with practice and guidelines) in the light of any material matter that could affect the process of successfully managing Health & Safety of staff, pupils, contractors and other visitors.

Inspections

Hartmore School has developed mechanisms for undertaking active monitoring and review of Health & Safety, which includes an arrangement of periodic planned checks of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

As a means of confirming that the necessary systems to comply with legislation are in place (and are being followed), the school commissions a regular, comprehensive Health & Safety audit, undertaken by a competent IOSH qualified person (Institute of Occupational Safety & Health). The action points identified through the audit form part of the school's Health & Safety Development Plan.

Regular safety inspections are carried out by the Headteacher and the Health & Safety representative, who undertake site walks together annually. Workplace Inspections of premises furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises and grounds are monitored.

The Headteacher circulates a Health & Safety audit three times a year, where all education staff raise any concerns they may have. All concerns are added to the Health & Safety Development Plan, and the Maintenance Log updated accordingly. The Headteacher works with the Site Manager to ensure a schedule of works is produced and maintained. A Health & Safety concerns are prioritised and dealt with in a timely fashion.

Risk Assessments are regularly reviewed and updated, to ensure they always reflect the most accurate information.

14. Training

Staff Health & Safety Training/Competence

Hartmore School is committed to ensure staff are competent to undertake the roles expected of them. All new staff read the Health & Safety Policy, as an essential part of their Induction. The Headteacher undertakes a training needs analysis to identify the competency requirements of specific job roles in terms of Health & Safety, and ensures that appropriate training is delivered. Training records are held centrally. The training need analysis is reviewed on an annual basis (or on the introduction of new legislation). Line managers conducting the Performance Management process must consider Health & Safety performance and address any areas of concern with members of staff.

Supply & Student Teachers

Hartmore School currently does not use supply or student teachers.

Volunteer & Parent Helpers

Hartmore School does not currently use Volunteer or parent helpers

15. Health & Well-Being

Pregnant Members of Staff

A members of staff who is pregnant is required to inform the School as soon as is reasonable. An appropriate Risk Assessment of their work routines can then be undertaken by the Headteacher (or designated deputy). It can then be agreed with the individual member of staff concerned. It should be kept under review throughout the pregnancy.

Health & Well-Being (Including Absence Management)

Hartmore School endeavours to promote a culture of co-operation, trust and mutual respect; ensuring both good management practices are in place and staff have access to competent advice. Managers are very aware that the school can be a stressful working environment. Therefore we endeavour to be as supportive of any individuals suffering from stress, from whatever its source.

16. Environmental Management

Environmental Compliance

Hartmore School seeks to fulfil its waste management objectives by:

- Using only what is needed, disposing of as little as necessary
- Seeking alternatives where possible; recycling as much as practicable
- Using *Biffa* and buy in their most environmentally aware package (with separate bins for different types of waste)

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

17. Catering & Food Hygiene

All school staff complete an Approved Level 1 Food Hygiene course. They are competent both to manage and supervise the pupils during lunchtime, as well and to cook with pupils in the school kitchen.

18. Health & Safety Advice

Hartmore School does not currently buy the SHE service from the Local Authority traded services. Rather, the organisation directly employs a suitably IOSH qualified and experienced Health & Safety representative to advise the school on any Health & Safety concerns (Mr. Steve Beveridge).

19. Policy Review

This Health & Safety Policy was last reviewed in January 2019. It will next be reviewed in July 2019.