

ST BARTHOLOMEW'S SCHOOL
HEALTH AND SAFETY POLICY

Reviewed by the Governors' Business Committee Spring 2023

Approved by the Full Governing Body Spring 2023

To be reviewed Spring 2024

1. Purpose

- 1.1. This policy describes how Health & Safety (H&S) is managed and organised within the School. It ensures that all employees, students and visitors are aware of their responsibilities and the arrangements in place to meet H&S requirements.

2. Statement of Intent

- 2.1. It is the policy of St Bartholomew's School to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all students, staff and visitors and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors and sub-contractors in order to pursue our H&S Policy aims. St Bartholomew's School aims to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Control any health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Maintain records of training and refresh as appropriate
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and amend or improve these when a change in circumstances or legislation takes place

Our health and safety management system has been developed to ensure that these aims can be met. All staff and governors will be instrumental in its implementation. It is monitored by the Health & Safety Committee.

3. Organisation

3.1. Employer Responsibility

The responsibility for health and safety at St Bartholomew's School lies with the Governing Body.

The Governing Body recognises its responsibilities under the Health & Safety at Work Act 1974 (HSAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable

the health, safety and welfare of students, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

3.2. Full Governing Body

In discharging its responsibilities, the Governing Body will:

- Require Governors' Business Committee to undertake regular monitoring of the School's arrangements for Health & Safety and to report to each meeting of the Full Governing Body
- Appoint a Health & Safety Governor in order to ensure that health and safety has a high profile and is reported to and discussed termly by all Governors
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements
- Undertake training regarding their statutory responsibilities regarding health and safety as and when necessary

3.3. Health & Safety Governor

The Health & Safety Governor will on a termly basis:

- Meet with the School's Headteacher and Business Manager
- Work with the Business Manager to ensure that the school has a health and safety policy, that it meets statutory health and safety requirements and that it is implemented and monitored;
- Undertake a health and safety inspection of the school premises
- Ensure that requirements for Risk Assessments, Health & Safety Training and Policy review have been met
- Attend the School's Health & Safety Committee meetings

In addition, undertake appropriate training and keep up to date with current statutory requirements and guidance regarding health & safety.

3.4. Responsible Manager

The Headteacher is the Responsible Manager for the premises who will work with the Business Manager to develop a safety culture throughout the School and ensure that the following practices and/or procedures are followed:

- Consult staff and provide information, training and instruction so that they are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management with the support of the Business Manager
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update Governors as appropriate
- Produce, monitor and periodically review all local safety policies and procedures.

3.5. Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of Health and Safety policy and fire safety procedures and equipment

Lettings booking forms and terms and conditions are issued to all hirers by the Lettings Administrator. Completed forms are held electronically by the Facilities Office.

3.6. All Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with all staff. Where any new process or operation is introduced into their area of responsibility they are to liaise with the Business Manager or other appropriate person so that the associated risks are assessed and any precautions deemed necessary are implemented. Line Managers are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety and ensure they have viewed latest version of the New Staff Induction power-point presentation. Line managers will monitor all staff. They are to make periodic inspections of their areas of responsibility taking prompt remedial action where necessary to control risk.

All staff have a statutory obligation under Health and Safety at Work Act 1974 (HASAWA) to co-operate with the requirements of this Policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the School's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to the Business Manager
- Reporting any incident that has led, or could have led to damage or injury, the same day
- Assisting investigations in to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

3.7. Business Manager

The Business Manager is the Competent Person for the overall management of general premises and facilities and acts on behalf of the responsible manager. They will attend an external facilities management training course and refresh this training every three years. They are responsible for the local management and completion of day-to-day premises matters and duties. They will work within their level of competence and seek appropriate guidance from an external safety advisor and further guidance and direction from the Responsible Manager (Headteacher).

3.8 Estates and H&S Manager

The Estates and H&S Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Business Manager and Responsible Manager. They must work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They must act upon safety concerns reported by staff, visitors or members of the public.

3.8. Heads of Faculty

Heads of Faculty are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. They will:

- Ensure that staff are provided with adequate safety information
- Manage all integral and specific risks relating to the faculty's functions
- Ensure the department complies with overall School policies and procedures
- Ensure all activities are periodically risk assessed and regular reviews are carried out
- Carry out periodic inspections of equipment
- Ensure necessary controls are implemented
- Use of professional H&S organisations such as CLEAAPS (Science)

3.9. Legionella Competent Person

The Maintenance Supervisor is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They will complete the Legionella e-learning course every three years and all training records are to be retained.

The Maintenance Supervisor will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the Estates and H&S Manager of any condition or situation relating to Legionella which may affect the safety of any users of the premises. They will work within their level of competence and seek appropriate guidance and direction from the Estates and H&S Manager and/or the appropriate external advisor.

3.10. Health & Safety Administrator

The Health and Safety Administrator is responsible for the day to day review of accidents and near misses, weekly reporting against the action plan and providing H&S administration such as risk assessment registers and liaising with the faculties on termly health and safety assessments and actions which require follow up. The H&S Administrator reports into the Business Manager.

3.11. Health & Safety Committee

The Health & Safety Committee provides the main forum for the School's Leadership and staff representatives (including Unions) to discuss health and safety issues, including the monitoring and review of performance and the recommendation of actions to address areas which appear or prove to be unsatisfactory. Members of the Health & Safety Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Health and Safety Committee will meet on a termly basis and the outcomes of the meeting will be reported to the next meeting of the Governors' Business Committee

The Health and Safety Committee is chaired by the Headteacher and consists of the Business Manager, the Estates and Health & Safety Manager, the Health and Safety Administrator, a staff representative and union representative, and the Health & Safety Governor (or their nominee).

3.12. Health & Safety Assistance and Advice

An external safety advisor is the competent source of safety guidance for St Bartholomew's School as required under Regulation 7 of the Management of Health & Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the School, then advice from an appropriate external safety advisor must be sought.

3.13. Summary of Roles

Holder	Role
Governing Body/Trust Board	<ul style="list-style-type: none"> • Employer
Co-Headteacher	<ul style="list-style-type: none"> • Responsible Manager
Business Manager	<ul style="list-style-type: none"> • Accident Investigator • Fire Safety Co-ordinator • COSHH Assessor • Trained Risk Assessor
Estates and H&S Manager	<ul style="list-style-type: none"> • Accident Investigator • Fire Safety Co-ordinator
H&S Administrator	<ul style="list-style-type: none"> • Accident Investigator • DSE Assessor (once Trained) • First Aid Coordinator • WorkNest Administrator
Maintenance Supervisor	<ul style="list-style-type: none"> • Legionella Competent Person
Deputy Headteacher: Inclusion	<ul style="list-style-type: none"> • Designated Safeguarding Lead

4. Risk Assessment

General risk assessment management will be co-ordinated by the Estates and H&S Manager and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site, who include the Business Manager, Estates and H&S Manager, Heads of Faculty (HOF) and technicians will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register in the H&S Diary and on the staff shared drive. They will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the H&S diary system and determined by Heads of Faculty.

5. Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist.

The Estates and H&S Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out, if required, by the Estates and H&S Manager/HOF from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff that require it.

All staff will be provided with the following as a minimum training provision as well as a copy of the current Health & Safety Policy:

- Induction training regarding all the requirements of this Health & Safety Policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held in SIMs. The Business Manager (with the support from the Estates and H&S Manager and H&S Administrator) is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

6. Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with School procedures.

6.1. Reporting an Accident

Any near miss, more serious accident, incident or injury involving staff, students, visitors or contractors is to be immediately reported using the on-line accident/near miss form. It is the responsibility of the member of staff who had the accident to ensure that this form is completed (albeit in most circumstances this is done by the staff in the House Office) or the person who has dealt with the situation/administered first aid/called an ambulance. It is the responsibility of the member of staff overseeing students/ contractors/visitors to complete the form if there is an accident involving these stakeholders. Copies of the accident form will go to the Business Manager, Estates and H&S Manager, Deputy Headteacher – Inclusion, Assistant Headteacher: Teaching and Learning, Student Wellbeing and the Medical & H&S Administrator. All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher and the Business Manager. The Business Manager and the Estates and H&S Manager will review all serious accident and near miss forms daily.

6.2. Accident Investigator

The School has a number of senior members of staff who are trained as Accident Investigators. They will lead on all accident investigations in accordance with School procedures. If a serious near miss or accident occurs the Business Manager or Estates and H&S Manager in their role as trained Health & Safety Co-ordinators will agree with the Headteacher who should lead the investigation and, if appropriate, seek the advice of an external safety advisor and may buy in additional expertise to complete the investigation if deemed appropriate.

The trained Accident Investigator will conduct a documented investigation into more serious incidents seeking external advice when needed. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

- Minor cuts and bumps should be appropriately recorded by an Accident form and dealt with by the House Offices.
- More serious incidents involving students, staff, contractors or visitors, must also be recorded on the on-line accident/incident form. All records are stored securely and kept for students until they are 25 years old and for adults at least three years following the incident.
- More serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the external safety advisor and reported using the HSE's online Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (F2508) reporting system.
- The Business Manager is responsible for ensuring that fatal accidents and major injuries are reported to RIDDOR.

The Headteacher will ensure that the Governing Body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health & Safety Committee and the Governors' Business Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

6.3 Reporting an Incident or Concern

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Site Team/Lettings Administrator, who will appropriately report these to the Estates and H&S Manager/Business Manager. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. All major incidents involving hirers must be reported to the Business Manager.

7. Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for St Bartholomew's School and are to be used alongside other current School procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to themselves and others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

7.1. Administration of Medicines

Arrangements regarding medicines are set out in the First Aid and Medical Conditions policies.

7.2. Child Protection

Arrangements regarding child protection are set out in the Safeguarding & Child Protection (Promoting the Welfare of Children) Policy.

7.3. Contractors on Site

Only approved contractors are to be used for contractual work on the premises. Appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The School Safe Selection and Competency of Contractors Checklist is used to determine competence of contractors, who will also require adequate risk assessments and methods of work to demonstrate their safe working practices for specific work being undertaken.

Prior to the engagement of any contractor a copy of our Code of Conduct for Contractors (which is called our “Blue Card”) will be sent. All contractors must report to Reception (or in school holidays, the Facilities Office) where they will be asked to sign in on the Visitor System which includes all relevant details of fire safety procedures & local safety arrangements. Contractors will be given a visitor lanyard (Green or Red dependent on whether we have their enhanced DBS confirmation from Head Office).

Where it is not possible to engage contractors in the school holidays, staff will be responsible for monitoring work areas and providing appropriate supervision, particularly where the contractor’s work may directly affect staff and students on the premises.

All contractor documents are held on the shared drive.

7.4. Visitors

All visitors must initially report to the Main Reception where they will be provided with fire safety, health & safety and Safeguarding information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors’ badge (Green or Red dependent on whether we have their enhanced DBS confirmation) and will sign to confirm they have understood the fire, H&S advice and safeguarding requirements.

7.5. Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Physical Education & Sport, and Expressive Arts as issued by CLEAPSS and HIAS. Heads of Faculty and the appropriate subject teachers are responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

7.6. Display Screen Equipment

A user is considered as any member of staff using a school PC or laptop for a total time in excess of one hour per day at school during their normal working hours. All users must complete periodic workstation self-assessments. Once completed they are reviewed by the

Estates and H&S Manager, if required they will be approved by the Business Manager. Any issues will be actioned as necessary by line managers/ICT. Workstation assessments are to be routinely reviewed at intervals not exceeding three years.

7.7. Electrical Equipment

Use and monitoring of electrical equipment should be in accordance with the Electrical Safety Procedures.

The Estates and H&S Manager will ensure that they are followed, including:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible
- All portable electrical equipment will be fully inspected/tested in line with good practice guidelines and commensurate with usage.
- Equipment testing/inspection will only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Estates and H&S Manager in order that it can be added to future PAT testing schedules.

7.8. Emergency Procedures

General emergency evacuation for fire and non-fire related emergencies are to be carried out in accordance with the School's Emergency Evacuation Plan.

All staff have access to the Emergency Evacuation Plan and they will be periodically provided with updated information as the Emergency Evacuation Plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEP) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

A Business Continuity and Critical Incident Plan is currently being developed and a summary will be added into here when Policy has been approved.

7.9. Fire Emergency Procedures

General emergency evacuation for fire and non-fire related emergencies are to be carried out in accordance with the School's Emergency Evacuation Plan.

All staff have access to the Emergency Evacuation Plan and they will be periodically provided with updated information as the Emergency Evacuation Plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEP) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. A copy of the completed plan will be saved on SIMs and also will be held by:

- Student / Employee and carried with them at all times

- Student's House Office / Employee's Line Manager
- Fire Safety Co-ordinator (Estates and H&S Manager who will also distribute it to relevant fire wardens including reception)

Only "live" PEEPS will be available at any point in time and old PEEPS archived when no longer required.

7.10. Fire Safety

Statement of Intent

Fire is a significant hazard to the safety of both buildings and their occupants. The School acknowledges and accepts its responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate fire precautions and management systems to enable the safe evacuation of staff, students and others from the school and to minimise fire damage should a fire occur.

Roles

The Business Manager and the Estates and H&S Manager are the Fire Safety Co-ordinators and the competent persons for fire safety on the premises and they are the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the Fire Safety Co-ordinators that:

- The Fire Safety Policy is followed
- All staff complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety Manual
- The Fire Risk Assessment is reviewed annually by the Fire Safety Co-ordinators and amended as new hazards or required amendments are identified.

Details

The School's Fire Safety Policy is reviewed annually by the Governing Body and provides details of the School's approach to fire prevention and its response in the event of a fire occurring. In the event of a fire the evacuation procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine fire risks and precautions required to deal with them.

7.11. First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy.

This aims to ensure that:

- There is an effective response to injuries and sudden illness in students, staff and visitors to the school;
- Students, staff and parents understand how the school will support students with medical conditions

By:

- Ensuring that sufficient staff are suitably trained and available.
- Making staff aware of student conditions, where appropriate.
- Developing and monitoring individual care plans.
- Providing First Aid equipment and provision in accordance with Health & Safety recommendations
- Ensuring that all staff are aware of the appointed First Aiders
- Ensuring all staff are aware of correct reporting and recording procedures relating to accidents and near miss incidents.

First aid should not be administered by anyone except those with in-date first aid training, operating within the parameters of their training.

7.12. Medical Conditions

Arrangements for the support of Students with Medical Conditions are set out in the Medical Conditions Policy. This aims to ensure that:

- The School meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions.
- There are sufficient staff with suitable training so that they are competent to support students with medical conditions.
- Staff understand and can support the delivery of care plans.
- The school works with the School Nursing Service and other medical specialists in support of any student with a medical condition.
- Systems are in place to obtain information about a medical condition and to keep this up to date.

7.12. General Equipment

All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent persons.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager and immediately taken out of use until repairs can be carried out.

7.13. Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. Cleaning is carried out by a contractor with monthly audits to check standards. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way, even temporarily

- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported.

7.14. Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH Assessor, and the product has been approved for safe use on site by the Estates and H&S Manager/Business Manager. The premises COSHH Assessor, acting on behalf of the Headteacher, is the Estates and H&S Manager.

For those chemicals brought to site by a contractor (including the cleaning chemicals) the contractor must have a COSHH assessment and be able to provide to the school prior to its use.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure storage when not in use which is in the Science Prep Room. These storage areas are to remain locked at all times.

7.15. Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Business Manager.

Monitoring and inspections of individual faculties will be carried out by Heads of Faculty, Estates and H&S Manager and the Business Manager.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager and recorded on the Maintenance Portal. Any identified high level risks or safety management concerns are to be actioned as soon as possible by the Estates and H&S Manager.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the Business Manager and a Governor with responsibility for checking these systems, reporting back to the Health & Safety Committee and the Governors' Business Committee. These documented inspections will examine all areas of the safety management systems. In addition, the Health & Safety Governor in conjunction with the Business Manager, will carry out termly detailed inspections of all areas of the site on a rolling programme.

7.16. Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices. The catering staff have completed all associated Health & Safety risk assessments.

7.17. Lone Working

All lone working is to be approved by the Responsible Manager/the Headteacher and is to be carried out in accordance with the school policy for Lone Working.

7.18. Minibuses

Arrangements regarding the operation of the Minibus is set out in the Minibus Policy.

7.19. Moving and Handling

All staff must complete the moving and handling training at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. All staff who have moving and handling identified as a role in their job description have attended a formal moving and handling course specific to the work requirements.

7.20. Work at Height

At St Bartholomew's School general work at height will only be undertaken by those appropriately trained. Work must be carried out in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. Trained staff will be authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

No staff are permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height should be avoided as far as is possible. Where it must take place on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received appropriate training.
- Staff may only use leaning ladders if they have received appropriate training.
- Any safety concerns about a work at height task must be raised prior to work starting.

- Access equipment used on site such as ladders and stepladders must be those purchased and provided by the School and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

7.21. Off-site Activities

The Assistant Headteacher: Achievement & Teaching and Learning is responsible for ensuring that all education trips and journeys are managed in accordance with the School's policy for Off-site Activities.

7.22. Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

7.23. Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.

The Health & Safety Law poster is displayed in Reception. There is a Health & Safety Noticeboard in the Facilities corridor as well as a dedicated Health & Safety resource available for staff.

7.24. Health & Wellbeing

St Bartholomew's School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Stress is managed through risk assessment and appropriate consultation with staff. Management of health and wellbeing is set out in the schools Health and Wellbeing Policy.

7.25. Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

7.26 Hot Drinks

Staff should take extra care with hot drinks in order to avoid injury to themselves or others or to equipment. Under no circumstances should hot drinks be transported around school unless they are in sealed containers or covered by a silicone lid. Hot drinks should not be left unattended in areas accessible by students or taken into lessons.

8. Security

The Governing Body delegate the responsibility for day to day management of security to the Headteacher and the Business Manager. Arrangements regarding site security are to be documented in the School's security procedures document and are based on the premises security risk assessment.

9. Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Bartholomew's School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported to the Designated Safeguarding Lead, and all members of the Leadership Team.

This Policy was approved by the Full Governing Body at their meeting on 23rd March, 2023.