

PINNER

HIGH SCHOOL

Policy	Health and Safety Policy
Date of Review	6 November 2023
Reviewed By	Head of Operations
Date of Approval	31 January 2024
Approved By	Board of Trustees (delegated to LGB)
Date of Next Review	January 2025
Statutory/Non Statutory	Statutory
Website/Non Website	Non Website

Statement of Intent

The school is committed to ensuring the highest standards of health, safety, and welfare of students, staff, contractors, visitors, and others.

The school will ensure that all the requirements of the Health and Safety at Work, etc Act 1974 and other relevant health and safety legislation are met. In particular, the school will provide and maintain, so far as is reasonably practicable:

- Plant and systems of work that are safe and without risks to health
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Information, instruction, training, and supervision as is necessary to ensure the health and safety at work of employees and those affected by the work of employees
- Places of work in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe
- A working environment that is safe, without risks to health, and with adequate facilities and welfare arrangements

In addition, the school will meet the health and safety requirements of the Management of Health and Safety at Work Regulations (MHSWR) 1999, including conducting risk assessments, developing emergency procedures, and providing health surveillance. The school will ensure it has access to competent health and safety advice.

The employer has delegated certain responsibilities for health and safety as identified in this policy. The employer recognises that ultimately it retains responsibility for health and safety.

Significant hazards to students, staff and others affected by the work of the school will be identified through risk assessment and these risks will be adequately and proportionately controlled. All staff will be consulted about health and safety matters as necessary or appropriate, but cooperation on the part of all staff is vital to the successful implementation of this health and safety policy. The school will ensure that all staff are competent to do their tasks by providing appropriate adequate training, information, instruction, and supervision. The employer and the school will ensure that adequate resources are allocated for the management of health and safety.

Health and safety performance will be monitored by governors, and regular audits and inspections of the school will be carried out. This policy will be regularly reviewed and updated if required. This review will take place annually.

Supporting Policies

For details of responsibilities and arrangements in specific contexts, please see the school's other safety and safeguarding policies set out below. Policies can be found on the school Policies portal [here](#), on the school website (where it is necessary or appropriate to publish them), or can be obtained in hard copy on request to the Head of Operations. Quick links to relevant sections of the Policies portal are below. This portal is accessible to all staff via their homescreen.

Safeguarding

School Trips
Pastoral and Medical
HR and Staff Wellbeing
Emergencies and Safety
Premises and Lettings

Organisation - responsibilities structure

Health and safety duties and responsibilities have been assigned to staff and governors as follows.

Responsibilities of Harrow Academies Trust and the Local Governing Body

Overall responsibility for health and safety in the school lies with Harrow Academies Trust, delegated to the Local Governing Body.

This responsibility includes responsibility for:

- Compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.
- Ensuring that there is a health and safety policy for the school, that there are appropriate arrangements (procedures, staffing etc.) in place to give effect to it and that it is complied with
- Ensuring that the health and safety policy and associated arrangements are reviewed regularly
- Appointing a health and safety governor and receiving reports from the health and safety governor and/or the school management as appropriate
- Ensuring that all significant health and safety risks have been identified and suitable control measures are put in place and reviewed as appropriate
- Ensuring that adequate resources are assigned to the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Reporting to the Department for Education any hazards which the school is unable to rectify from its own budget
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety in the management and operations of the school

Responsibilities of the Headteacher

Day to day responsibility for health and safety in the school lies with the Headteacher.

This includes:

- Ensuring that a safe working environment is maintained and that there is compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

- Promoting high standards of health and safety in the leadership, management and operations of the school
- Ensuring that adequate resources are assigned to the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Ensuring that any delegated functions are being carried out
- Ensuring that a system of risk assessment of all significant risks is in place
- Ensuring that staff have appropriate training and competency for their roles
- Ensuring that appropriate health and safety policies and procedures are in place, followed and reviewed regularly
- Ensuring that appropriate educational visits policies and procedures are in place and are known by and followed by relevant parties
- Ensuring that appropriate emergency policies and procedures are in place and are known by and followed by relevant parties
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

Responsibilities of the Head of Operations

Working in consultation with the Headteacher, management and coordination of health and safety functions on the ground shall lie with the Head of Operations.

This includes:

- Ensuring that a safe working environment is maintained and that there is compliance with legal obligations including under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.
- Promoting high standards of health and safety in the leadership, management and operations of the school
- Ensuring that appropriate health and safety policies and procedures are in place, followed and reviewed regularly
- Seeking adequate resources for the management of health and safety including in respect of premises maintenance, staffing and external support and advice as appropriate
- Coordinating a system of risk assessment of all significant risks
- Ensuring that annual health and safety audits are carried out, recommendations are actioned and that further external advice is sought as appropriate
- Ensuring that reported maintenance, hazards and accidents are investigated and actioned
- Identifying staff training needs and arranging training as appropriate
- Ensuring that appropriate emergency policies and procedures are in place and are known to and followed by relevant parties
- Ensuring that there are arrangements in place for statutory compliance and planned and preventative maintenance.
- Line-managing the Facilities and Facilities and Site Team in the discharge of their duties below
- Ensuring that appropriate accident reporting procedures are in place and reports are followed up as appropriate
- Ensuring that information received on health and safety matters is passed on to relevant people as appropriate
- Reporting to the Headteacher, Governors and Trustees as appropriate
- Ensuring that there is an Asbestos Management Plan in place and that appropriate procedures are followed

The Facilities and Site Team

Under the supervision of the Head of Operations, the Facilities and Site Team has day to day responsibility for:

- Promoting high standards of health and safety throughout the school
- Reporting to the Head of Operations all maintenance, hazards or other health and safety concerns and using initiative to solve or mitigate any such concern in a timely fashion
- Liaising with health and safety advisors, local police and fire brigade on all aspects of site security and emergency safety;
- Preparing risk assessments in relation to premises
- Maintaining the Fire Log Book, fire signage and Fire Risk Assessment Audit
- Ensuring that health and safety audits are carried out to schedule and recommendations followed up;
- Maintaining infection control supplies and procedures;
- Maintaining COSHH records, including safe storage, data sheets and risk assessment;
- Monitoring and managing contractors on site , ensuring safe working practices and ensuring that they consult the asbestos log;
- Ensuring adequate and safe supervision of lettings ;
- Ensuring high standards of maintenance, cleanliness and tidiness of site and premises;
- Ensuring Working at Height and Manual Handling procedures are followed by all staff;
- Ensuring that there is an Asbestos Management Plan in place and that appropriate procedures are followed including the maintenance of the Asbestos Log and records and annual asbestos inspections.
- Organising all requisite preventative and reactive maintenance, statutory inspections and compliance and maintaining records of this
- Ensuring appropriate security of the premises is maintained at all times
- Discharging their roles in the planning, drill and implementation of emergency evacuation and lockdown procedures

Senior Leaders and all other posts that carry a responsibility (including TLR post-holders, managers, supervisors and so on)

Health and safety is a whole school responsibility and, within their team and department, all staff with leadership or management responsibility have specific health and safety responsibility for:

- Ensuring that day to day operations are in accordance with common sense health and safety good practice, school's health and safety policies and procedures and, where appropriate, best practice and advice from specialist organisations such as Cleapps, Association of Physical Education etc.
- Ensuring there are periodic health and safety mini-audits of all spaces, activities and/or functions within the team or department to identify any concerns or risks and that any such concerns or risks are assessed, actioned and/or reported to the Facilities and Site Team, Head of Operations, Headteacher or other senior leader as appropriate.
- Ensuring there are subject-, responsibility- or activity-specific health and safety policies and procedures in place and that these are followed and reviewed as appropriate. These should include the identification of any training or personal protective clothing or equipment required for staff in the team or department.
- Ensuring that appropriate health and safety documentation is displayed and available where issued and/or required;
- Ensuring that all staff within the team or department are aware of and following relevant policies, procedures, risk assessments, training and PPE requirements and

for promoting high standards of health and safety awareness within the team or department. Keeping records of this process of awareness.

- Resolving health, safety and welfare problems members of staff refer to them, and referring on to their own line manager or the Head of Operations any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable students to avoid hazards and contribute positively to their own health and safety;
- Ensuring that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated;
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe through liaison with the Head of Operations or Facilities Manager.
- Considering the health and safety impact of any new initiatives
- Informing the Headteacher and Head of Operations of any health and safety issues or concerns which come to their attention
- Ensuring that any advice or recommendation communicated by the Headteacher, Head of Operations or other senior leader and arising from an annual health and safety audit or other health and safety management measure, is actioned promptly

Responsibilities of All Staff

Health and safety is a whole school responsibility and all staff in a school have responsibility for the health and safety of themselves and others, including:

- Taking reasonable care for the health and safety of themselves and others in undertaking their work;
- Making themselves aware of and complying with the school's health and safety policy and procedures at all times;
- Preparing, making themselves aware of and following any risk assessments relevant to what they are doing
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable students to avoid hazards and contribute positively to their own health and safety;
- Reporting all accidents and incidents (including near misses) in line with the reporting procedure.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety;
- Checking classrooms, work areas and equipment are safe before use and reporting with a proportionate degree of urgency any defects, maintenance needs or health and safety concerns immediately to their line manager, the Headteacher, the Head of Operations or member of the Facilities and Site Team;
- Ensuring that they only use equipment or machinery that they are competent to use and, where appropriate, have been trained to use;
- Making use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Not smoking anywhere in the school premises or grounds.

Contractors

All contractors who work on the premises are required to

- ensure safe working practices by their own employees, subcontractors and agents
- provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their employees, subcontractors and agents follow them
- view, understand and comply with the asbestos information about the premises, signing to confirm they have done this and ensuring that all such information is cascaded to their employees, subcontractors and agents and taken account of in the work they carry out
- comply with all rules, policies, procedures and requests made by the school

Key Responsibilities Structure

Harrow Academies Trust and Local Governing Body	
Headteacher	
Head of Operations	
SLT and any member of staff with additional responsibilities (eg TLR)	
Facilities Manager	
Site Supervisors	
ALL STAFF : Health and Safety is a whole school responsibility	
On Site Issues Head of Operations Facilities Manager Facilities and Site Team	Off Site Issues - School Trips Educational Visits Coordinator SLT contacts
Radiation Protection Head of Science	
Fire Assembly Headteacher Head of Operations Facilities Manager	
Medical and First Aid Welfare Officer(s), Trained First Aiders Deputy Head (Pastoral & DSL)	
Canteen ISS Catering Head of Operations	

A-Z of arrangements

Accidents and Incident Reporting

All accidents and near misses must be reported.

Staff and Visitors All accidents to staff or visitors should be reported to the Welfare Officer and recorded on the C&R info exchange, an electronic database, by the Welfare Officer. A serious accident or near miss should be reported verbally immediately to the Head of Operations and Headteacher or, in their absence, other SLT member.

Pupils All pupil accidents should be reported to and recorded by the Welfare Officer on the C&R Info Exchange. A serious accident or near miss should be reported verbally immediately to the Head of Operations and Headteacher or, in their absence, other SLT member.

Accidents and incidents are investigated proportionately to their severity, injury sustained and/or the risk posed and the Headteacher, Head of Operations and SLT shall be responsible for ensuring and actioning any such investigation. .

Certain incidents may be reportable to the HSE to comply with the Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This includes incidents involving fatalities, major injury (and break/fracture of any bone apart from toe or finger), injury where the student is taken directly from the site to hospital as a result of an accident or where an employee is absent for a period of 7 days or more following a work-related accident. Where an incident occurs which is or may be reportable, the Head of Operations will be responsible to do so, after consultation with the Headteacher and seeking specialist advice if appropriate. Any incident reported to the HSE must also be reported to the LGB and HAT. Reports to the HSE must be made within 15 days and advice will be sought from external health and safety advisors where appropriate.

The Head of Operations will monitor accidents and incidents to identify trends and patterns and to ensure that risk assessments are updated accordingly. Significant accidents and incidents and periodic status reports will be discussed with and provided to the Health and Safety Governor and reported back to Governors, SLT and all staff where appropriate.

Asbestos

The Asbestos Management Plan is drawn up by the Head of Operations and Facilities Manager and signed by the Head of Operations, the Headteacher and the Facilities and Site Team. This sets out the school's arrangements for managing the asbestos on site. The plan is updated annually. The Asbestos Management Plan is based on surveys undertaken by specialist contractors in accordance with statutory requirements. Details of where asbestos has been identified/strongly presumed to be present are recorded on an Asbestos Register created by these surveys.

The Facilities and Site Team is responsible for ensuring that the Asbestos Register is consulted by visiting contractors and other relevant persons. The Facilities and Site Team keep a copy of the Asbestos Register for this purpose. A copy is also incorporated into the Asbestos Management Plan which is kept by the Head of Operations. A copy is available on request.

Six monthly visual checks of the areas identified in the Asbestos Register.

The Headteacher will consult with trade union representatives as appropriate.

Contractors

For minor works and ongoing maintenance, the Facilities and Facilities and Site Team is responsible for selecting contractors and vetting contractors' health and safety policies, procedures, risk assessments, method statements and past health and safety performance. Where there is any issue or concern, or as is proportionate (i.e. for more major works), these matters will be referred to the Head of Operations.

All contractors will be required to comply with the school's safeguarding procedures.

Covering Lessons during Staff Absence

Staff who know that they will be absent from school must provide safe work for their classes to do and ensure that any hazard associated with either the work set or the classroom is made clear to the covering member of staff. This shall be monitored by Heads of Department.

Staff who are covering lessons in hazardous areas (e.g. science, technology, PE) must have appropriate competency to do so and observe all hazard warnings given to them (e.g. on the instructions for the lesson or on warning posters). If they are covering for only part of a lesson they must not leave the class they are supervising until the member of staff taking over from them arrives.

Curriculum Safety

Arrangements for individual curriculum areas will be contained in department-specific arrangements for which the heads of department are in each case responsible. Curriculum areas which will need specific arrangements include Art, DT, Science, PE, Drama and Music.

Such arrangements will include, as appropriate, health and safety policies, risk assessments, compliance with COSHH requirements, regular maintenance and inspection of machinery or equipment, appropriate technician support and staff ratios, training, membership of curriculum specialist bodies (eg Cleapss and AfPE) and consideration of guidance from these sources, external advice and auditing by health and safety consultants as appropriate. Risk Assessments and department H&S policies may be viewed on the risk assessment portal here

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/home>

Head of Department are responsible for ensuring that all teams have read and follow risk assessments, policies and procedures in place.

Educational Visits

The school's procedures for managing school trips are detailed in the Educational Visits Policy and the Overseas, Residential and Adventurous Activities Policy which have been approved by Governors. The school uses Evolve, a specialist software package, to manage and authorise all school trips and off site activities. Depending on the nature and complexity of the trip, all trips are approved at an appropriate level in accordance with the Educational Visits Policy. This process is managed and supervised by the Educational Visits Coordinator who reports accordingly to the Headteacher.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/educational-visits>

First Aid and Supporting Medical Needs

Arrangements around first aid and medical support in school are set out for all staff in our special portal here <https://sites.google.com/pinnerhighschool.org/welfaremedicalroom/home>

Specific arrangements are set out in our First Aid Policy and Supporting Students with Medical Conditions and Administration of Medicines Policy.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/pastoral-and-medical>

Welfare Officers are trained in first aid and are based in the medical room. An appropriate number of other staff are also trained in first aid to provide medical room cover where appropriate and to otherwise meet the needs of the school (including for school trips, sports fixtures etc). The Welfare Officers report to the Office Manager who is first aid trained and oversees medical provision. A poster of trained first aiders is displayed throughout school. .

First aid provisions are kept in the medical room, the science department, the sports hall and the tech corridor. Travelling first aid boxes are used for trips and off site visits.

Defibrillators are located in the medical room, the dining room and the sports hall. A three day HSE-approved first aid training course (which all trained school first aiders attend) covers use of a defibrillator but the defibrillators we have provide audible instructions to users so is capable of safe use without training.

First aiders only administer first aid and for serious injuries emergency services will be contacted. Where the emergency services are called, the Headteacher, Head of Operations or, in their absence, another SLT member shall be informed. In cases involving students, their parent/guardian should be contacted as soon as possible but this should not result in a delay in obtaining medical attention.

The Welfare Officers are responsible for dealing with the administration of medicines in accordance with the Supporting Students with Medical Conditions and Administration of Medicines Policy. This includes keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required or out of date.

Where appropriate, the The Welfare Officers consult with their line manager, the Head of Operations, the Deputy Head (pastoral) who is also the Designated Safeguarding Lead, or other SLT.

Fire Precautions and Procedures

Please see the Fire Safety Policy and Emergency Evacuation Policy for specific arrangements in this regard.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/emergencies-and-safety>

Key aspects include the following.

A Fire Risk Assessment is in place, carried out by a suitably qualified and competent external advisor. This is reviewed annually by our external Health and Safety Advisor and a new FRA is carried out periodically, as advised by the H&S Advisor (for example where there is a significant change of use). It is the responsibility of the Facilities and Site Team, the Facilities Manager and the Head of Operations to ensure recommendations and actions following the assessment are implemented. The Fire Risk Assessment and any actions and recommendations from it are reported to the LGB.

A whole school fire evacuation is practised at least once per term. Roles and responsibilities in this regard are set out in the Emergency Evacuation Policy. The Headteacher has overarching responsibility for the evacuation procedure and in his

absence the Deputy Head. The Head of Operations has responsibility for coordinating the drill. The Facilities Manager is responsible for maintaining a log of evacuations.

Fire prevention and detection equipment and emergency lighting is maintained and inspected in accordance with statutory requirements and more often reactively as necessary or appropriate. The fire alarm is tested weekly.

In the event of a fire alarm outside of core hours (8am-4pm) a monitoring centre will automatically call the emergency services. At other times, it will be the responsibility of the Facilities and Site Team to investigate the need to call the emergency services and to do so, reporting to SLT as appropriate.

Hirers of the building are provided with information about fire detection and emergency evacuation procedures and routes and a Pinner High School site supervisor will be on duty at all times when a letting is taking place, to ensure safety and coordination response and evacuation in the event of an emergency.

Grounds - Safety/Security

There is a secure boundary around the building and play areas. Doors and gates along this boundary are either locked at all times, can only be opened from the inside with push bars/buttons (for emergency purposes) or have keypad entry controls. The car park and (single) school entrance has controlled access (keypad and intercom), both to vehicle and pedestrian gates.

At the main arrival (8.25am) and end of school day (2.45pm and 3.35pm) times, the single school gate is open and staff and students may enter the building via various designated doors. Between these times, staff, students and visitors may only arrive and leave via the Main Reception and arrival and departures are monitored. Visitors are required to sign in and out and provide identification. All visitors are chaperoned whilst on site unless they have complied with our safeguarding (DBS and Single Central Record) procedures. <https://docs.google.com/document/d/1DUaCGOaLLgp1NqjEKRRRCqxH3qLCHNbtR/edit?usp=sharing&oid=118178321541323124661&rtpof=true&sd=true>

The site is secured at night and weekends and there is an intruder alarm system. To avoid risk to the Facilities and Site Team, a security-checked out of hours key holder service responds to out of hours intruder alarms.

Hazardous Substances (COSHH)

It is a requirement of the Control of Substances Hazardous to Health Regulations 2004 (COSHH) Regulations to assess hazardous substances either in use or created by the school's operations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and anything with a Workplace Exposure Limit (WEL). Every attempt will be made to avoid, or choose the least harmful of, substances that fall under the COSHH regulations.

The Facilities Manager is responsible for ensuring that contractors and cleaners meet COSHH requirements and take an approach compatible with the school's own. The Facilities Manager will also ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;

- material safety data sheets are obtained from the relevant supplier for all such materials;
- risk assessments are conducted for the use of hazardous substances where appropriate;
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/premises-management>

Health and Safety Policy and Advice

The school has an appointed external Health and Safety Advisor, presently Carstens and Robinson, who undertake a health and safety management audit annually and provide H&S advice as requested. It is the responsibility of the Facilities Manager reporting to the Head of Operations to ensure that the annual audits and ad hoc advice are sought, actioned, and reported as appropriate to SLT and to the LGB. The health and safety policy is updated annually by the Head of Operations and is approved by the LGB.

Handling and Lifting

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items (those over 10kgs) must be covered by a written manual handling assessment. A manual handling risk assessment is in place and reviewed annually. Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice will be available.

Lifting equipment, including trolleys, are available across the site and staff should contact the premises team should they require any assistance with manual handling.
<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/premises-management>

Lettings

The school has a Lettings Policy which standard terms and conditions of letting which include provisions to ensure hirers are aware of and adhere to site health and safety, safeguarding and emergency requirements. The policy and terms and conditions have been drafted by the Head of Operations and Lettings will be administered by the Finance Office and the Facilities Manager, reporting to the Finance Director and Head of Operations respectively.

<https://sites.google.com/pinnerhighschool.org/pinnerspace-lettingsatpinnerhi/home>

Lockdown Procedures

Procedures for full and partial lockdown are set out in our Emergency Evacuation Policy. Staff and students are trained on the full lockdown procedure in a proportionate and sensitive way, avoiding unnecessary anxiety about risk for students and staff. This practice is led by the Headteacher and circulation of the written procedure, staff familiarisation with the lockdown alarm, and briefings for staff and students.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/emergencies-and-safety>

Lone Working

The school has lone working and holiday working guidelines for staff, set out in our Lone Working Policy available on the policies portal.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/emergencies-and-safety>

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **must not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/SLT's permission and notify him/her on each occasion when lone working will occur. This includes working at school after 6pm during term time.
- Ensure they do not put themselves or others at risk;
- Ensure they have means to summon help in an emergency e.g. carrying their mobile phone with them;
- Any person visiting the school outside of normal school hours must notify the Facilities Manager or Site Team of his/her presence. This applies to all staff as well as visitors and includes all working at school during holiday periods.
- When making a home visit (whether accompanied or unaccompanied) to implement the 'Home Visits' policy;
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague, or await the attendance of our external security company, or with the emergency services. They are never expected to place themselves at personal risk and should not enter the premises unless they are sure it is safe to do so;
- Staff should report any incidents or situations where they may have felt "uncomfortable".

New & Expectant Mothers

A procedure for New and Expectant Mothers risk assessments is in place and is managed by the Human Resources Officer. Details of the procedure are set out in our Risk Assessment Policy. A template risk assessment is here

<https://docs.google.com/document/d/1tmrBZ99pXuRVliEmHk-heKwZ6a9mCQC-/edit?usp=sharing&oid=118178321541323124661&rtpof=true&sd=true>

The risk assessment is carried out by the HR Officer or the individual's line manager with the individual concerned. A Display Screen Equipment Assessment will also be carried out by HR/Line Manager/IT team. A template is here

<https://docs.google.com/document/d/1XEo1-sy3TJp5wGXZZJT8iPISJI-NTCf49sBUkanHETI/edit?usp=sharing>

Noise

The noise at work legislation identifies specific noise levels at which specified action is required and a general duty to reduce noise levels. The external health and safety audit has not identified any areas or activities in school which are likely to exceed the action levels. Noise exposure is considered in risk assessments carried out by the Music and D&T departments. If employees have any issues on noise levels these should be raised initially with their Line Manager.

PAT Testing

PAT testing (portable appliance testing) is undertaken on all electrical equipment on site annually. The Facilities and Site Team maintain a schedule of all such equipment. An external contractor carries out PAT testing. Users, especially in higher risk areas such as science and Design & Technology, undertake a visual check of equipment before each use. Staff are advised that personal equipment must not be brought into school without the consent of the Facilities and Site Team and that it must be PAT tested. Fixed electrical installations are checked and certified once every 5 years in line with the electricity at work regulations.

Planned Preventative Maintenance and Statutory Inspection of Plant and Equipment

There is a planned preventative maintenance and statutory inspection schedule that details and records the PPM and statutory testing required across the site. This is managed by the Facilities Manager, supported by the Head of Operations. The FM is responsible for ensuring the PPM and inspections are undertaken and for the timely completion of any remedial works.

The Facilities Manager, and the Facilities and Site Team, also ensure that any reactive maintenance issues are dealt with promptly and appropriate methods of working are used including barriers and warning signs. Staff know how to report maintenance issues, using our online helpdesk, Parago. Risk assessments are undertaken and updated for key areas of premises work.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/premises-management>

Poster on Health and Safety Law

The health and safety law poster is on display in the Staff Room and at other points around the school, as required.

Radioactive Substances

The school stores radioactive substances for A level curriculum. In doing so, it follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources. The

Head of Science is in charge of radioactive sources (RPS) and will be responsible for ensuring all records pertaining to radioactive sources are maintained, these materials are stored and used in accordance with health and safety legislation, and for carrying out an annual safety check of these materials. Please see the health and safety policy and risk assessment relating to the Science Department further on this

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/curriculum/science>

Reporting Defects

All staff are expected and advised how to report defects or hazards to the Facilities and Site Team and/or the Head of Operations or other Senior Leader with a degree of urgency and escalation proportionate to the defect or hazard. Where the matter is not urgent (i.e. does not present a hazard), they should do via Parago helpdesk on their home screen. Where there is any urgency, they should do this by telephoning or finding the Facilities Manager or Head of Operations. Email may also be used, but in conjunction with either in-person report (for urgent/hazardous issues), or Parago.

Risk Assessments

Details of the schools risk assessment procedures are set out in the approved Risk Assessment Policy.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/emergencies-and-safety>

All risk assessments and a risk assessment register are available on the Risk Assessments portal, accessible to all staff via the Policies icon on their homescreen, or in hard copy from the Head of Operations on request.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/home>

Staff Wellbeing

The wellbeing of employees is paramount to the school. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote mutual respect and support across the school community. The school complies with the statutory requirements to provide welfare facilities to staff and students which include a suitable welfare room, adequate toilet facilities for numbers on site, washbasins and drinking water.

All employees have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health and personal difficulties. Employees are encouraged to raise any concerns with their line manager and/or the Headteacher and have access to free counselling and occupational health support where appropriate. Sickness and absence are dealt with under the school's Management of Sickness Absence policy. Regular staff wellbeing surveys are conducted as part of this support. A Stress Management Policy and Workplace Stress Risk Assessment are in place, along with related HR and Wellbeing policies.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/hr-staff-wellbeing>

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/staff-wellbeing>

Training

Whole staff H&S (and safeguarding) training is provided by means of induction and inset day presentations, whole staff emails, Daily Bulletin notices and annual questionnaires. This is planned by the Head of Operations in consultation with the Head, SLT and the Facilities Manager.

Facilities and Site Team training is provided by induction and ongoing team training, toolbox talks, online courses and workshops and specific off site training where appropriate or helpful. This is planned by the Facilities Manager in consultation with the Head of Operations.

Manual handling, working at height training is offered to all non-Site staff (e.g. Art team, Tech Team, Reprographics, IT) although staff are generally discouraged from (i.e expressly advised against and offered site support) lifting or climbing which may present any risk.

Departmental training (e.g. Science, DT, Food, Art, PE) is provided by team talks, risk assessment processes and circulation, departmental emails and documentation and specific online or off site training where appropriate and helpful. This is planned by Heads of Department.

First aid and medical training is provided to an appropriate number of staff including i) 3 day HSE-approved course for staff who are part of the Medical or Welfare Team ii) 3 day HSE-approved course for staff who provide back up/deputise for the Medical or Welfare Team iii) 1 day course for other staff who wish to do it iv) online iHasco course for other staff who wish to do it iv) specific, suitable training for staff leading certain school trips (eg World Challenge; geography field trips). Records of this training are maintained by the Office Manager (who line manages the Medical and Welfare Team).

Transport including minibuses

Minibus - The School leases a minibus and a Minibus Policy sets out arrangements for authorised drivers, MiDAS training every 3 years and so on. The minibus and the safe use of it will be the responsibility of the Facilities Manager. The minibus policy can be found on the policies portal [here](#)

Use of staff vehicles - employees should only transport students /equipment in their own car in an emergency and only with permission from the Headteacher.

Smoking

Smoking and e-cigarettes are not permitted anywhere on the school premises. No smoking signs will be displayed in the school wherever appropriate as determined by the fire risk assessment.

Supervision

Outside of formal curriculum time, the school provides supervision across the school site during the schools' core day of 8:25 am and 2.45/3:35pm. Students on site outside these hours need to be part of an organised activity and the leader of this activity is responsible for ensuring adequate supervision, back up and first aid provision on site. Before school, during breaks and at lunchtime, the school operates a duty rota arrangement which provides supervision in key locations. This is overseen by a member of SLT, also on a rotational basis.

Use of Computers & DSE

All computers and peripherals used by the school are purchased from reputable suppliers and installed in line with relevant guidance.

Where employees are classed as a regular user as defined by the Display Screen Equipment Regulations (which includes employees who work on a computer for more than an hour at a time on a daily basis), DSE Assessments will be carried out. DSE Assessments will also be carried out for new or expectant mothers.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/individual-ras-eg-pregnancy-dse>

Requests for a free eye test voucher are arranged through the Finance Department.

Vehicles on Site

The school provides for the safe movement of students, staff and visitors both as pedestrians and vehicles.

Students and all pedestrians are encouraged to walk on clearly marked paths and to use zebra crossings on the site.

Delivery and refuse collection vehicles are not permitted to be on site at school start and finish times and are required to be guided by a banksman at all times. The Facilities and Site Team banksman vehicles.

There is a 5mph speed limit on site and staff and visitors are expected to park considerately and with regard to the safety of others.

A risk assessment for the car park and vehicular access across the school site is included in the Consolidated Risk Assessment.

Wellbeing

The school and Local Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Individual concerns should be addressed through line-management meetings or by speaking to a senior member of staff or the Headteacher.

The school will seek to adopt excellent management practices to support colleagues to achieve both good levels of performance and an appropriate work-life balance.

The school has procedures in place to deal effectively with bullying and harassment.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolpolicies/hr-staff-wellbeing>

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/staff-wellbeing>

Working at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated person responsible for work at height is the Facilities Manager.

The nominated persons shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled;
- only staff who have received appropriate training will use ladders/mobile towers.

<https://sites.google.com/pinnerhighschool.org/pinnerhighschoolriskassessment/premises-management>

Water Quality/Temperature/Hygiene

Water Safety is managed by the Facilities Manager, and a Water Risk Assessment and Legionella Scheme of Control in place, developed in conjunction with a specialist external contractor.

Monitoring, evaluation and review

This effectiveness of this policy will be regularly monitored and reviewed through the school's self-evaluation procedures and the accountability procedures described above.

This policy will be reviewed annually.

Head of Operations

November 2023

