Forest Way School

Health and Safety Policy

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Declaration of Intent

As a responsible employer, the Governing Body of Forest Way School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Governing Body recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Forest Way School's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

The definition of premises for this establishment is:

Forest Way School, Warren Hills Road, Coalville, Leicestershire LE67 4UU, including the life skills apartment, The Croft, Warren Hills Road, Coalville, Leicestershire LE67 4UX and the 2 modular classrooms – Forest Lodge built August 2019.

Other regularly used locations by Forest Way are:-

Castle Rock High School
King Edward VII Upper School and Community College
Warren Hills Primary School
Broom Leys School
Loughborough College, Loughborough
Stephenson College, Coalville
Hermitage Leisure Centre, Whitwick, Leicestershire
RNIB, Loughborough
Leicester College

Organisation – Roles and Responsibilities

Governing Body

Forest Way is a school whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed.

The Governing Body is responsible for:

- determining the school's/academy's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Forest Way School
- providing access to competent health and safety advice

Headteacher

Without limiting the responsibility of the Governors, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within Forest Way School.

The Headteacher will comply with Forest Way School's health and safety policy and in particular will:

- make herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Forest Way School and maintain an up to date file of policies, procedures and risk assessments.
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to mitigate the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Body
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the school/academy has access to competent health and safety advice

In addition to their statutory duties, Headteacher's and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Senior Leadership Team

The leadership team at Forest Way School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings and implement any necessary control measures and review these to ensure that they remain relevant.
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure
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Business Managers and Site Managers

In addition to the responsibilities above, Business Managers and Site Managers have specific duties:

- to maintain an understanding of the Health and Safety Policy arrangements and the Business Manager/Site Manager responsibilities detailed within them.
- to maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- to control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- ensuring adequate security arrangements are maintained
- ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained
- arranging for regular inspection of the areas of the premises for which they are responsible, that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained
- ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained
- ensuring that plant and equipment is adequately maintained
- arranging for the regular testing and maintenance of electrical equipment
- maintaining suitable records of plant and equipment maintenance and tests
- ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded, including; fire risk assessments, fire evacuation drills, fire officer inspections and the maintenance of fire extinguishers/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices

- ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- ensuring adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures
- to respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere with the school i.e. design and technology and science.
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All Staff

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- co-operate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the school in embedding a positive safety culture that extends to pupils and any visitors to the site

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- co-operate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of school staff any health and safety concerns that they may have

Visitors and Users of Forest Way School

The Governors acknowledge their duty of care to all visitors and users of this establishment (including those letting the premises) and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

The Health and Safety Law poster will be displayed in the staffroom

All visitors will be reminded of their responsibility to take reasonable care for their own health and safety, for the health and safety of others and to comply with the instructions of the Governing Body or their delegated representative.

Forest Way School will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- the school's health and safety arrangements are made available to shared users

Lettings

Forest Way School has a hiring policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the hiring policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

Forest Way School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the hiring policy and that these are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated

At present no lettings/hiring's of the school take place without a key holder present so the usual day time emergency procedures apply.

Organisation - Arrangements

The following arrangements will be adopted to ensure that the Governing Body and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting health and safety objectives

The Governing Body and the Headteacher will specifically review progress of health and safety objectives at the meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the school's action plan.

Provision of effective health and safety training

The Governing Body and the Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

Provision of an effective joint consultative process

The school health and safety committee will meet at least once per term. This committee will report to the Governing Body and the Headteacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a site officer and a member of the Governing Body.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The Governing Body along with the Headteacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

Forest Way School will ensure that we have access to competent technical advice on health and safety matters is procured to assist Forest Way School in complying with statutory duties and meeting health and safety objectives; we will do this by;

- accessing the services of a competent Health and Safety Advisor though Leicestershire County Council Health, Safety and Wellbeing Service

Organisation - Other arrangements

Accident and assaults

All accidents, assaults and near miss incidents will be reported on the accident/incident database on the day of the event ; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescale. All accidents and assaults, however minor, must be reported to a First Aider and recorded - minor incidents in the First Aid Book in the Medical Room but any significant or where concerns are raised must be logged on the database.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Assaults

Accident, assaults and near miss incidents will be monitored at daily, identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Accident records will be retained for the following periods: Pupil forms/records are retained for a period of Date of Birth + 25 years, employee forms will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Arrangements for the supervision of Pupils

i) Beginning and end of school day
8.45 – All staff to be present in their teaching areas in order to receive pupils

ii) Breaks and lunch times
The Governing Body have agreed that sufficient staff will be on duty on all outdoor areas.

During all breaks and lunch times staff will ensure that there are no hot drinks or glasses in classrooms, unless as part of an independence skills programme with older pupils.

The Headteacher is delegated by the Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents and how to obtained first aid assistance.

Audit

Forest Way School's health and safety management will be audited by a member of the LA's Health and Safety Department every year/two years. The school reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the school.

Contractor management

Forest Way School comply with the HSE's approved code of practice *'Construction (Design and Management) Regulations 2015 (L153)* relating to the management and control of contractors. The school ensures that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- Works are signed off and any associated certification and documentation is obtained.
- All staff pupils and other users of site remain in a safe environment for the duration of the works
- All contactors are given access to the asbestos register
- All contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances

Forest Way School comply with the HSE's approved code of practice *'Control of Substances Hazardous to Health (L5)'* relating to the management and control of hazardous substances on site. The school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

The school has a Business Continuity Plan including Lock Down Procedure which deals with other emergencies not covered by the Fire and Emergency Plan and this policy

Defect reporting

Forest Way School has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

Forest Way School acknowledges that staff that use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The school ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Forest Way School follows Leicestershire County Council Operational Policy and Guidance - Driver and Vehicle Safety Policy April 2018.

Electrical systems and equipment

Forest Way School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance *'Maintaining portable electrical equipment in offices and other low risk environments' (INDG236)*, by a competent contractor with records maintained.
Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use

and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

Fire safety

The schools committed to providing a safe environment for both staff and pupils. The school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- appropriate staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected
- a fire log book is kept and maintained.

First-aid and supporting pupils' medical needs

Adequate first aid arrangements are assessed, maintained and monitored at the school and for all activities that the school leads. The school ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences the names of the school's qualified First Aider is Trish Marney. If they are unavailable the appointed person for First Aid is Kerrie Fox. The majority of teachers and Senior Teaching Assistants and Site Managers have also attended a one day first aid course. First aid boxes are located in teaching areas, they are green boxes with a white cross on the front. It is the responsibility of Rosie Rawling/Claire Southerd to maintain the first aid boxes in accordance with the regulations. They will also maintain the first aid kits located in each minibus.
- all first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary
- First Aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff Code of Conduct which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency
- The Governing Body have read and agree to comply with the guidance detailed in the DfE's Guidance: Supporting Pupils at School with Medical Conditions and Leicestershire

Special Schools Medication Policy – reviewed October 2018. All medication is kept in a locked trolley/ cabinet in the Medical Room. Controlled drugs are in a locked cupboard within the locked cabinet in the Medical Room.

- Illness – The First Aider will assess the situation and take appropriate steps, after consultation with the Headteacher or the person in charge. In the case of pupils, parents are asked to provide an emergency contact number and to alert the school of any known health problems erg diabetes, asthma etc. This record will be kept in the administration office. Staff are asked to complete a 'Confidential Form' to alert the school of any medical problems and medication taken. This information is kept in a red confidential file in the office.

Glass and Glazing

- Forest Way will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.
- Forest Way will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will made remedial actions to install safety glass or film and have it suitably marked to that effect.

Grounds – Safety/Security

- Forest Way will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The school will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g outdoor play equipment

Housekeeping – storage, cleaning and waste disposal

- Forest Way will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- The school will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/wet floors to minimise the risk of slips.
- The school will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering
- Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal.recycling of relevant items e.g fluorescent lighting and waste electrical appliances.
- Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Lone working and Home Schooling

- Forest Way will ensure through risk assessment that all staff who work alone or home school are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working or home schooling

Management of asbestos

- Forest Way School complies with the HSE's approved code of practice 'Managing and Working with Asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice and Guidance (L143). The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The main building of Forest Way School, garage and Forest Lodge were built after the year 2000, therefore no asbestos is present in these building. An Asbestos Survey of The Croft was undertaken on 25 February 2013, some areas of the building were either excluded or not fully accessed during the survey due to limited access, these areas include the fireplace in the lounge, boiler in the utility room, boxing in behind the toilet, boxing in the corner of the toilet, boxing in along wall in the study area, and the whole of the garage. A further survey was conducted in March 2020 of The Croft which indicated nothing with immediate access contains asbestos, therefore there is no potential risk for day to day work. If structural work is needed in the future, a Refurbishment Asbestos Survey would need to be completed in conjunction with the contractor. There is currently no requirement to undertake quarterly checks or for the school to produce a local asbestos management plan (LAMP).
- Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licenced contractors prior to building works commencing.

Moving and handling

Forest Way School complies with the HSE's approved code of practice. *Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*

Within Forest Way School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced

- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

- Forest Way will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

Occupational health services and work-related stress

Forest Way School acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The school will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HS(G) 218).* Reference document - 'A Guide to making Management Standards Work – How to tackle work related stress – INDG430'. The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Off-site visits including school-led adventure activities

Forest Way School adopts the National Guidance for the Management of Off-site visits and LOtC activities.

The Governing Body has read and agrees to comply with the guidance from the Local Authority detailed in:

- Guidance for the conduct of Educational Visits and Adventurous Activities (kept in the deputy Headteacher's office)
- Driver and Vehicle Safety Policy – April 2018
- Use of In Car Child Seatbelts and Restraint Systems – July 2018

The governors have agreed that members of staff who drive any of the school vehicles for school purposes must have taken and passed a proficiency test as recommended in- Driver and Vehicle Safety Policy. The Governing Body agrees to comply with the guidance given in this guidance - no other members of staff are allowed to drive any of the vehicles.

Drivers who obtained their full car driving licence before the 1 January 1997 may drive a minibus in the UK (until their licence expires) if they:

- Hold a valid full driving licence for private cars (group A or B for automatics on an old style green or pink licence, or category B and D1 (101) on a pink and green or photocard licence).
- Are at least 21 years of age.
- The vehicle is not being used for hire or reward.

However, drivers whose licences expire when they reach 70 years of age, or because they develop certain medical conditions, will not automatically retain the D1 (101) entitlement on their licence. They must apply to retain their D1 (101) entitlement and also pass a medical to PCV standards.

Staff under the age of 25 and those who do not have Section D1 on the licence are permitted to drive the school Vauxhall Zafira cars if they have taken the competency test.

Where appropriate pupils must be taken to/from transport into and out of school in a buggy or wheelchair - they must not be carried.

A proposal must be submitted to the Governing body at least six weeks prior to a residential visit of 24 hours or more takes place. The Governors may agree that the Headteacher receives the proposal on their behalf to ensure adequate provision of care. The proposal should include details on the following aspects:

- Pupils/adult ratio
- Transport
- Level of qualification for certain activities
- First aid
- Any residential will require a member of the Leadership Team with the Residential Leadership Qualification

All off-site visits need a risk assessment completing and checking prior to the visit by the Educational Visits co-ordinator.

All pupils leaving the school on trips/visits must wear their identity badges. A mobile phone must be taken on the outing and left switched on. If staff take their personal mobile phone, the number must be left on the signing out sheet. (See Forest Way Code of Conduct.)

Outdoor Play Equipment and Playgrounds

See Appendix 5

Risk assessment

- Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

- Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy depending on the risk assessment.

- New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

- Young person's risk assessments will be carried out for staff working on site falling within this age range as applicable

School security

Forest Way School will liaise with the Local Authority Health, Safety and Well-being Department re this policy.

Smoking

- Forest Way complies with the UK law on smoking in both indoor and external spaces. The school has a no smoking policy which extends across the whole of the site, including King Edwards VII College. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. Forest Way will ensure that persons seen smoking onsite are instructed not to do so.

Swimming Pool Operating Procedures

- This document can be found in the Premises Management Policy.

Secondary Drowning

If a PMLD pupil goes underwater or any ambulant students unexpectedly submerge and are unable to get their footing in the pool, staff must immediately seek medical advice. If the submersion is for several seconds or longer, the medical team/SLT will call 111 for further advice or in severe cases ring 999.

You may have heard of the terms "dry drowning" and "secondary drowning." Those aren't actually medical terms. But they do point to rare complications that you should know about and that are more common in children.

With so-called dry drowning, water never reaches the lungs. Instead, breathing in water causes the vocal cords to spasm and close up. That shuts off the airways, making it hard to breathe. You would start to notice those signs right away - it wouldn't happen out of the blue days later.

"Secondary drowning" is another term people use to describe another drowning complication. It happens if water gets into the lungs. There, it can irritate the lungs' lining and fluid can build up, causing a condition called pulmonary edema. It is likely that you would notice a pupil having trouble breathing right away, and it might get worse over the next 24 hours.

Both events are very rare. They make up only 1%-2% of all drowning cases.

Symptoms

Drowning complications can include:

- Coughing
- Chest pain
- Trouble breathing
- Feeling extremely tired

A pupil may also have changes in behaviour such as such as irritability or a drop in energy levels, which could mean the brain isn't getting enough oxygen.

What to Do

If a pupil has any breathing problems after getting out of the water, get medical help immediately and notify SLT. Although in most cases the symptoms will go away on their own, it's important to get the pupil checked out.

Statutory Inspections

Forest Way School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track. The school is also subject to statutory inspections from Ofsted, Fire Officer and Health and Safety Executive.

Preventing workplace harassment and violence

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
    - avoid confrontation if possible
    - withdraw from situation
    - Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
    - follow measures/ procedures identified in violence and assaults risk assessment
    - Contact emergency services, as appropriate.
    - inform the Headteacher or a member of the senior management team if confrontation has taken place

- Forest Way School will:
    - Headteacher or member of the senior management team to attend site on being informed of an incident, if considered necessary
    - have in place procedures for the reporting of incidents
    - offer counselling/ support through Occupational Health

- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- Review the violence and assaults risk assessment following any incident.

Vehicles on Site

- Please refer to the Forest Way Risk Assessement for Morning/Afternoon Parent/Transport Drop Off, last updated 28/08/2019.

Water hygiene management

The school will comply with the HSE approved code of practice *'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).*

The school will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- address any remedial actions identified by the survey including dead leg removal or drain down
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

The school will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401).* Forest Way School use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks. The school ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced

- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

Forest Way School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school defect reporting procedure.

Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trustees and the headteacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

Active monitoring systems

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

Reporting and response systems

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, Trustee/Directors and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

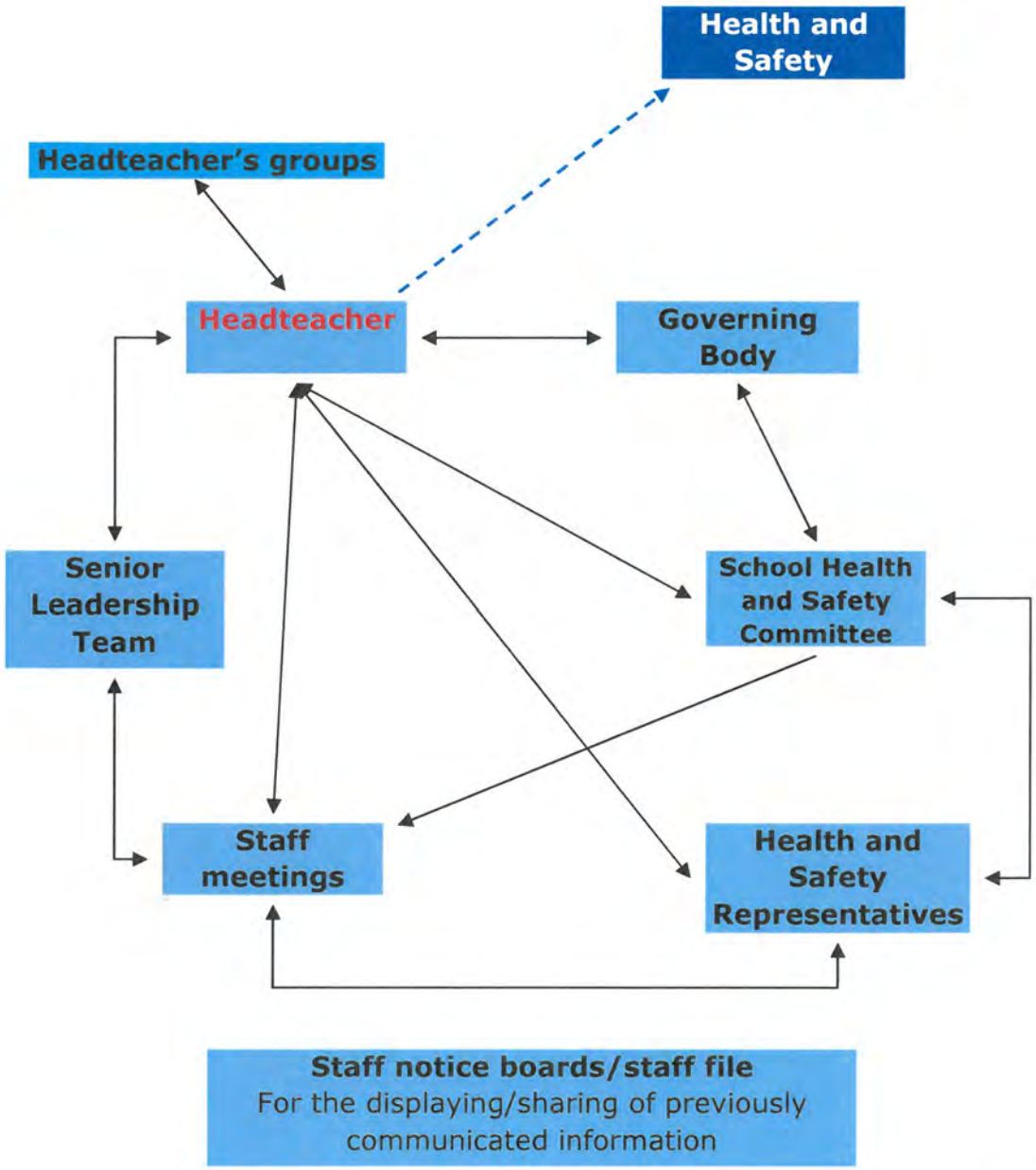
Third Party Monitoring/ Inspection

The school will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

'Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation'

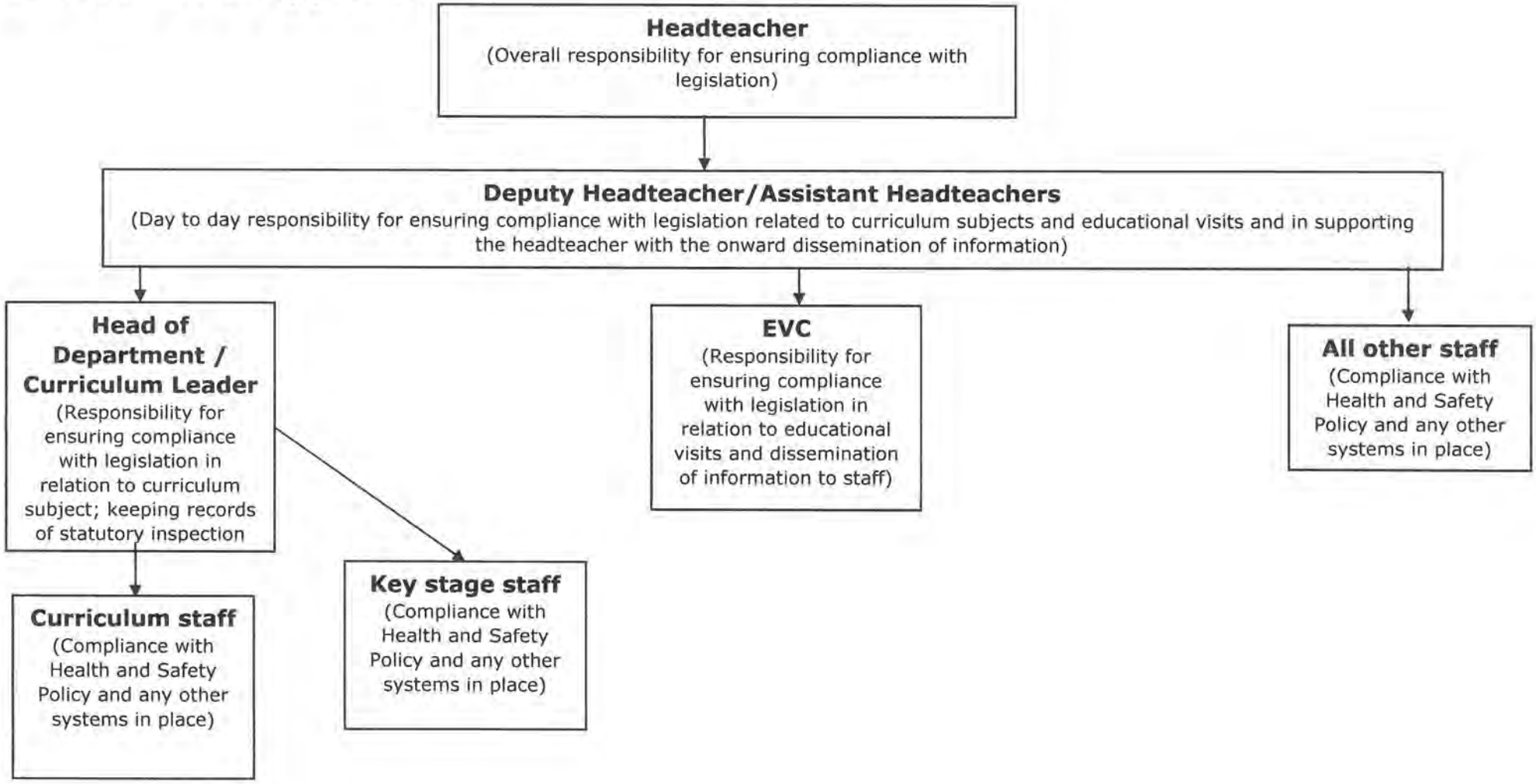
Appendix 1

Forest Way School Health and Safety Arrangements

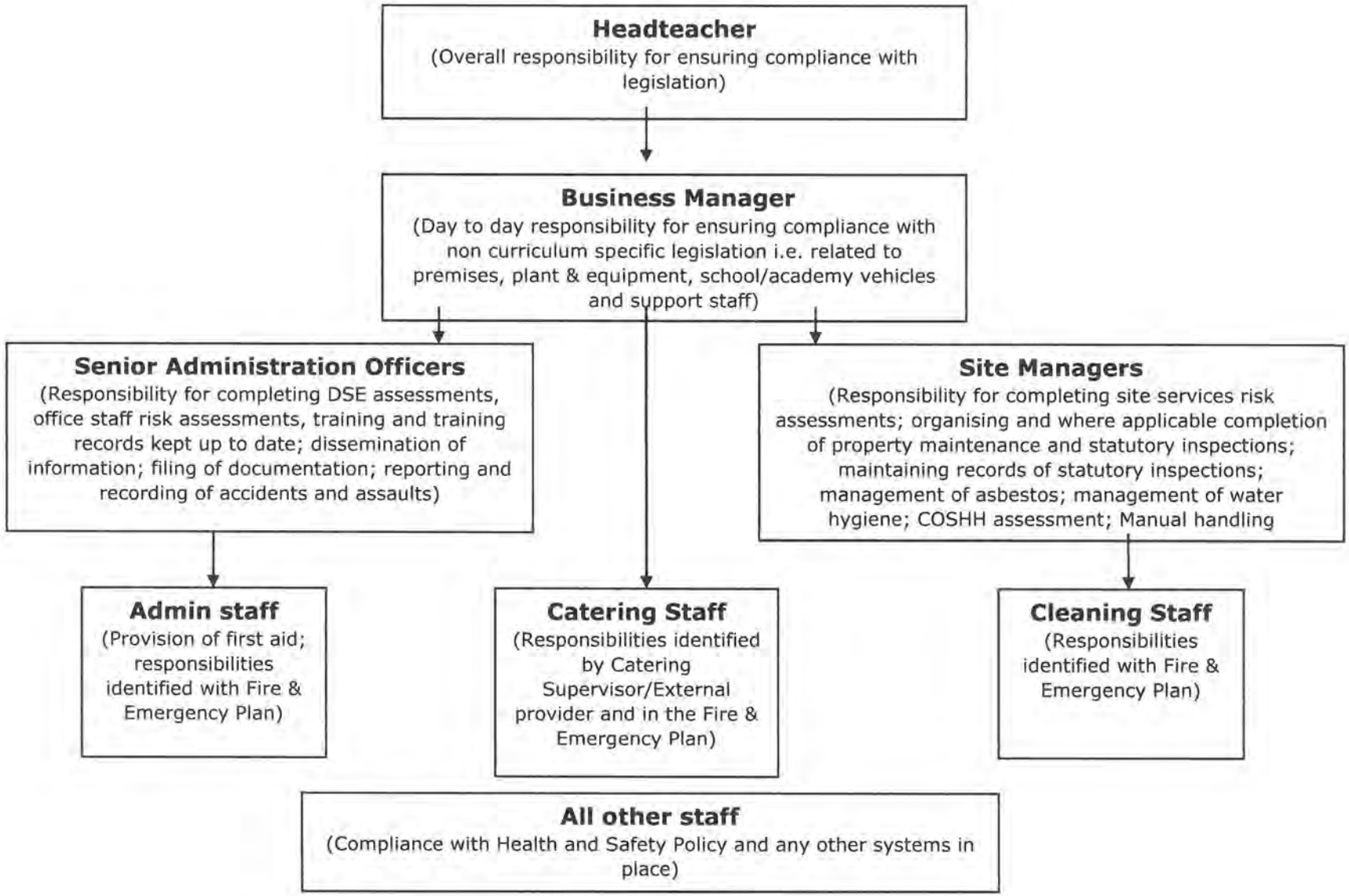


* Where SLA contract is in place

Academic Staff Appendix 2



Administrative and Site Staff
Appendix 3


Headteacher
(Overall responsibility for ensuring compliance with legislation)
Business Manager
(Day to day responsibility for ensuring compliance with non curriculum specific legislation i.e. related to premises, plant & equipment, school/academy vehicles and support staff)
Senior Administration Officers
(Responsibility for completing DSE assessments, office staff risk assessments, training and training records kept up to date; dissemination of information; filing of documentation; reporting and recording of accidents and assaults)
Site Managers
(Responsibility for completing site services risk assessments; organising and where applicable completion of property maintenance and statutory inspections; maintaining records of statutory inspections; management of asbestos; management of water hygiene; COSHH assessment; Manual handling
Admin staff
(Provision of first aid; responsibilities identified with Fire & Emergency Plan)
Catering Staff
(Responsibilities identified by Catering Supervisor/External provider and in the Fire & Emergency Plan)
Cleaning Staff
(Responsibilities identified with Fire & Emergency Plan)
All other staff
(Compliance with Health and Safety Policy and any other systems in place)

Appendix 4

For a list of responsibilities please see Forest Way School Staffing Structure

All staff have a responsibility to:

- Check that areas are safe before commencing activity
- Check equipment is safe to use
- Ensure safe procedures are followed
- Use protective equipment as required

Appendix 5

Outdoor Play Equipment and Playgrounds

All outdoor play equipment must be installed by a competent and approved contractor. Equipment will have a maximum fall height of 1.0m and impact absorbing surface beneath. Slides will be set into an embankment. The play equipment will safely allow valuable challenges and provide children with a safe outlet for natural energy and sense of adventure.

Use of play equipment

- Whenever the outdoor play equipment is used at break or lunch time its use must be properly supervised in line with the risk assessment.
- Pupils must wear suitable footwear that will provide secure traction between them and the equipment.
- Pupils must be shown how to use the equipment correctly and be advised to be aware of others using the equipment.
- Some equipment will be suitable for when pupils are dressed for winter conditions, care should be taken to ensure that bulky or loose outdoor clothing does not get caught up or cause a slip whilst using the equipment.
- Equipment should not be used when underfoot conditions are wet and the equipment is made dangerous by wet that could cause hands or feet to slip.
- Staff must be familiar with the equipment, the school's risk assessment for its use, the abilities of the pupils, the capacity of the equipment and know what activities can be reasonably allowed as safe.
- Play on the equipment must be orderly arranged, adequately supervised and properly controlled.
- Older pupils must be prevented from interfering with or endangering younger pupils using whilst they are using the equipment.
- The number of pupils allowed at any time on a piece of equipment must be controlled by staff.

Maintenance

- All outdoor equipment on the playgrounds and woodland areas must be inspected and maintained by a competent person on a routine basis.
- Daily checks of all equipment on the playgrounds and woodland areas must be undertaken by the site managers and a daily log sheet completed and signed. The log sheets are available for checking by an authorised officer of the school at any time and are also available to the governing body for inspection.
- The daily checks must include the following:
    1) No evidence of dangerous wear or any damage
    2) The area safe from any hygiene hazard – area clear of glass, bricks, stones, litter, animal faeces.
    3) Impact absorbing areas – no cuts, tears, wear or unstuck areas.
    4) All fastenings tightly secured.
    5) No splinters or split wood.
    6) No broken chains, stretched links or loose or twisted shackles
    7) Uprights unbroken and firm in the ground.
- When a defect is identified appropriate steps must be taken to resolve it or prevent use until the problem is rectified.
- A competent person must inspect all equipment annually. This inspection will usually be by an independent professionally qualified person registered with 'Register of Play Inspectors International' who will also be equipped to carry out in depth servicing and any repairs required. This work is currently undertaken by the Play Inspection Company who provides a full report to the school.

Playgrounds

- The use of the playgrounds will vary according to the weather. Rain, snow and frost will be assessed by a member of the senior leadership team and reacted to accordingly. If there is a real risk then the areas should not be used and indoor play arrangements made.

Maintenance

- All playground areas should be regularly maintained by a site manager using visual inspections and required maintenance e.g. sweeping, litter picking, removal of dangerous objects (leaves, broken glass, animal faeces).

Risk assessments will be reviewed on a regular basis to ensure that conditions for the use of the play equipment remain safe.

Risk Assessment Forest Way School Morning/Afternoon Parent/Transport Drop Off

Office and Admin

Hazard	People harmed	Risk control	Further action
Risk of public who are not DBS checked entering school and having unsupervised access to pupils – parents/carers/transport staff and wider family Parents of A1 pupils having unsupervised access to pupils when they drop off in classroom Parents of A2 pupils having unsupervised access to pupils when they drop off in classroom	Young person	**Morning** • Staff to meet pupils that need a handover at tree so that any discussion with parents can be facilitated, parents not allowed to walk pupils to their class except A1 and A2. • Trish to stand at front door and record which parents enter/leave building. • AHT rota organised so that member of SLT at Tree at all times to check no parents go to classes unaccompanied and that A1 parents have eyes on them at all times • All transport staff to wear badges, anyone who does not have a badge must wait at the door for staff to take children from them. • The designated member of the Leadership Team in charge of school will direct staff when to lock the front door. At this point admin staff can return to the office. **Afternoon** • Staff to bring pupils to foyer to meet parents. • Parents wait in front entrance by hall door. • Admin to monitor by tree to ensure A1 and A2 parents have eyes on them at all times. • The designated member of the Leadership Team in charge of school will direct staff when to lock the front door. At this point admin staff can return to the office.	• If relevant staff not present then phone call made to class – pupils and parents wait in foyer. • If Trish absent another office staff member to replace her. • After 9.30 any pupils coming into school are taken to class by admin or their classes rung for staff to come down to collect.
Risk of being run over by a bus/car at front of school	Young person or adults	• Member of SLT at all times outside. • BM to monitor buses by parking bays. • PO to monitor buses by top gate. • Everyone to use the crossing. • Everyone to use paths from drop off points.	• All roles to be covered in case of absence
Risk of transport backing up onto main road	Young person or adults	• PO/BM to ensure transport moves on as soon as unloaded/loaded.	• Traffic to be directed around the island and in the car park if backing up

Name	Signature	Date
Kerrie Fox		
Ben Howard		
Samantha Woodward		
Leanne Larder		
Tim Lees		
Beth Tocker		
Ian Wood		
Rachael Mortimer		
Deb Wood		
Trish Marney		
Kathryn Dobson		
Tressa Breward		
Sharon Addy		
Neil Armstrong		
Neil Barnett		