



# **HEALTH AND SAFETY POLICY**

**Version History:**

**Revised: January 2026**

**Ratified by Trustees: January 2026**

## CONTENTS

I. PURPOSE AND RATIONALE.....	4
II. PRINCIPLES AND CONTENT .....	4
III. RESPONSIBILITY FOR IMPLEMENTATION.....	5
IV. ACCOUNTABILITY.....	5
V. SUPPORTING DOCUMENTS AND LINKS.....	5
SECTION A –STATEMENT OF INTENT (indicates the College’s commitment to Health & Safety) .....	6
SECTION B – ORGANISATION (summarises the responsibilities for Health and Safety within the College).....	6
SECTION C – ARRANGEMENTS (provides detail on how the College will ensure safety in relation to key areas).....	6
APPENDICES .....	7
SECTION A – GENERAL STATEMENT.....	7
SECTION B – ORGANISATION .....	9
ADDITIONAL STAFF AND TRUSTEES WITH HEALTH AND SAFETY RESPONSIBILITIES .....	11
I. TRUSTEES.....	12
II. HEADTEACHER.....	12
III. BUSINESS MANAGER.....	14
IV. SENIOR LEADERSHIP TEAM.....	14
V. SITE MANAGER.....	14
VI. CURRICULUM LEADERS AND TEAM LEADERS.....	15
VII. STAFF HEALTH & SAFETY REPRESENTATIVE.....	15
VIII. STAFF (EMPLOYEES AND VOLUNTEERS).....	16
IX. STUDENTS .....	16
X. VISITORS (including Contractors).....	17
XI. TRAINING.....	17
XII. INSPECTIONS AND MONITORING .....	18
SECTION C – ARRANGEMENTS .....	19
1. ACCIDENT/INCIDENT RECORDING/REPORTING .....	19
a. Students, Staff, Visitors and Contractors.....	19
b. Near Miss Incidents.....	20
c. Behaviour Incidents.....	20

2. ADMINISTRATION OF MEDICINES.....	20
3. ASBESTOS .....	20
4. CHILD PROTECTION AND SAFEGUARDING .....	21
5. COMMUNITY USERS AND LETTINGS.....	21
6. CONTRACTORS ON SITE .....	21
a. Service Contractors.....	22
b. Building Contractors and small scale contractors .....	22
c. Large Scale Works.....	23
7. DISPLAY SCREEN EQUIPMENT .....	23
8. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES.....	23
9. ELECTRICAL EQUIPMENT.....	24
10. EMERGENCY PROCEDURES.....	24
11. FIRE SAFETY.....	24
12. FIRST AID .....	25
13. GENERAL EQUIPMENT.....	26
a. Electrical Installation .....	26
b. Fire Extinguishers .....	26
c. Portable Electrical Equipment .....	26
d. PE Equipment.....	26
e. Science, Design Technology, Drama and Art.....	26
14. GLAZING.....	27
15. GOOD HOUSEKEEPING .....	27
16. HAZARDOUS SUBSTANCES .....	27
17. INFECTIOUS DISEASES .....	28
18. KITCHENS.....	28
19. LEGIONELLA .....	28
20. LONE WORKING.....	28
21. MINIBUSES.....	29
22. MOVING AND HANDLING .....	29
23. NOISE .....	30
24. PHYSICAL INTERVENTION.....	30

25. PROVISION OF INFORMATION .....	30
26. RISK ASSESSMENT .....	31
27. SECURITY.....	31
28. SMOKING.....	31
29. STRESS .....	31
30. TEMPERATURE.....	32
31. TRANSPORT.....	32
32. TRAFFIC MANAGEMENT .....	32
33. VIOLENT INCIDENTS .....	33
34. VISITORS.....	33
35. VULNERABLE PERSONS.....	33
36. WEATHER.....	34
37. WELFARE OF STAFF .....	34
38. WORK AT HEIGHT.....	35
APPENDIX 1 – ABBREVIATIONS.....	37

## **I. PURPOSE AND RATIONALE**

The purpose of this policy is to outline the College's commitment to providing a safe environment, and to demonstrate that the College recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

It is our intention to carry out all our activities in such a way as to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate.

## **II. PRINCIPLES AND CONTENT**

This policy is divided into three sections:

### **A – GENERAL STATEMENT**

Indicating the College's commitment to Health & Safety

## B – ORGANISATION

Summarising the responsibilities for Health and Safety within the College

## C – ARRANGEMENTS

Providing detail on how the College will ensure safety in relation to key areas

### III. RESPONSIBILITY FOR IMPLEMENTATION

Whilst Health and Safety is the responsibility of all staff at Wyvern, section B provides a detailed list of the key roles and their responsibilities in terms of Health and Safety at the College.

### IV. ACCOUNTABILITY

The Headteacher and Trustees are ultimately accountable for Health and Safety at the College. The Wyvern Health and Safety Senior Monitoring Group is responsible for drafting and maintaining this policy, in conjunction with the Trustees' Resources, Audit & Risk (RAR) Committee and the Health and Safety Trustee, and the policy is ratified by the Full Trustee Board.

### V. SUPPORTING DOCUMENTS AND LINKS

The following websites, documents and statutory legislation have been used to create this policy:

<http://www.education.gov.uk/schools/adminandfinance/healthandsafety>

<http://www.hse.gov.uk/leadership>

<http://www.hse.gov.uk>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

<http://www3.hants.gov.uk/propertyintranet/propertyshared-management/firemanual.htm>

Control of Noise at Work Regulations 2005

Guidance on Infection Control in Schools and Other Childcare Settings 2010

Hampshire Local Authority Fire Safety Manual 2009

Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)

Health and Safety at Work Act 1974

Health and Safety at Work Regulations 1999

Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Workplace (Health, Safety and Welfare) Regulations 1992

**SECTION A –STATEMENT OF INTENT (indicates the College’s commitment to Health & Safety)**

**SECTION B – ORGANISATION (summarises the responsibilities for Health and Safety within the College)**

- College Health and Safety Organisational Structure
- Trustees
- Headteacher
- Business Manager
- Senior Leadership Team
- Site Manager
- Curriculum Leaders and Team Leaders
- Accredited Safety Representative
- Staff (Employees and Volunteers)
- Students
- Visitors including Contractors
- Training
- Inspection & Monitoring

**SECTION C – ARRANGEMENTS (provides detail on how the College will ensure safety in relation to key areas)**

- Accident/Incident recording/reporting
- Administration of Medicines
- Asbestos
- Child Protection and Safeguarding
- Community Users and Lettings
- Contractors on Site
- Display Screen Equipment
- Educational Visits
- Electrical Equipment
- Emergency Procedures
- Fire Safety
- First Aid
- General Equipment
- Glazing
- Good Housekeeping
- Hazardous Substances

- Infectious Diseases
- Kitchen
- Legionella
- Lone Working
- Minibuses
- Moving and Handling
- Noise
- Physical Intervention
- Provision of Information
- Risk Assessments
- Security
- Smoking
- Stress
- Transport
- Temperature
- Traffic Management
- Violent Incidents
- Visitors
- Vulnerable Persons
- Weather
- Welfare of Staff
- Work at Height

## **APPENDICES**

- Appendix 1 – Abbreviations
- Appendix 2 – Half-Termly Inspection Checklist

## **SECTION A – GENERAL STATEMENT**

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the

health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

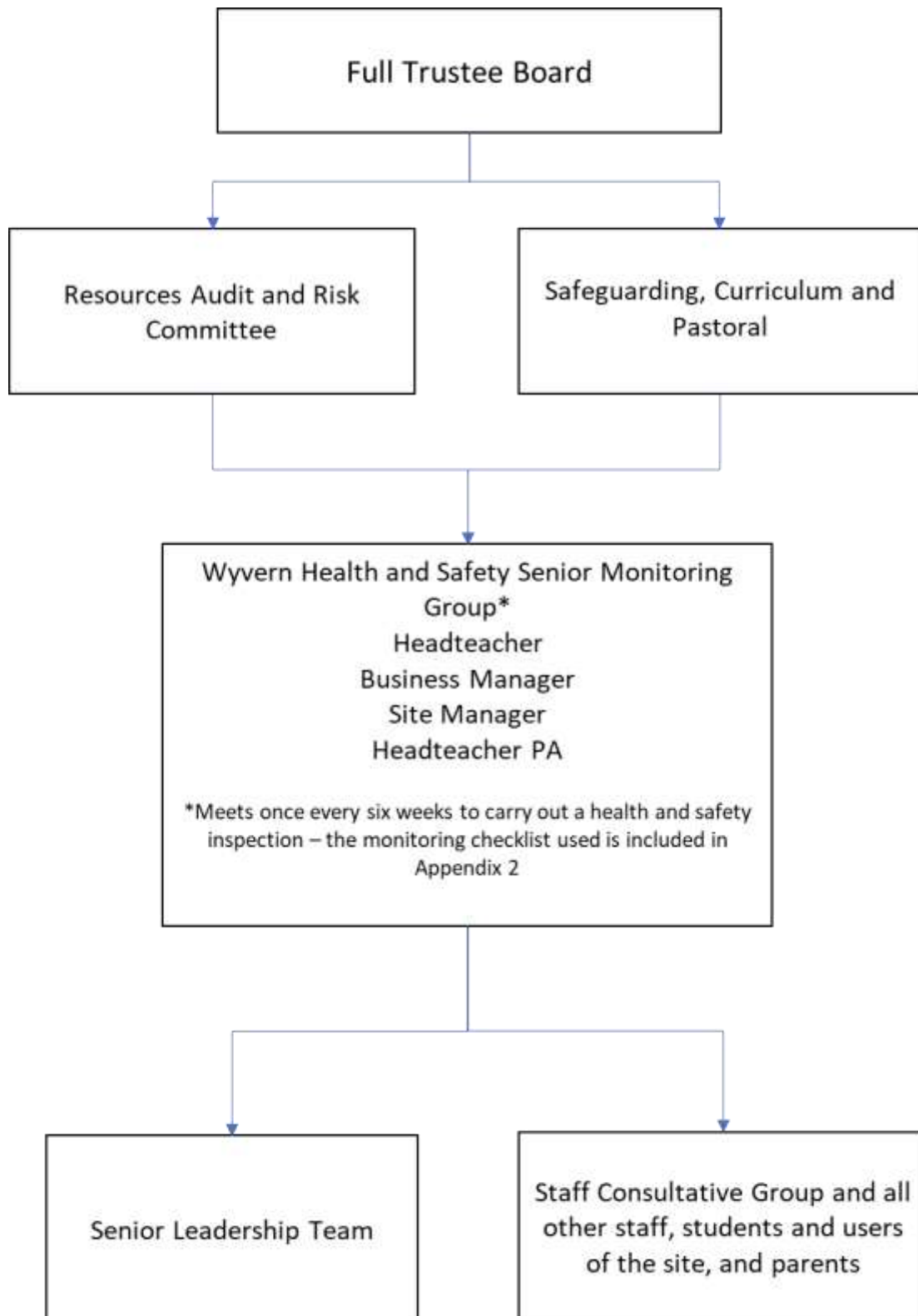
The persons with specific responsibilities for Health and Safety are identified in Part B of this policy.

The arrangements implemented to meet the above requirements are detailed in Part C of this policy.

## SECTION B – ORGANISATION

### WYVERN COLLEGE

#### HEALTH & SAFETY ORGANISATIONAL STRUCTURE



## WYVERN COLLEGE - SENIOR LEADERSHIP TEAM - HEALTH AND SAFETY ORGANISATIONAL CHART

<b>Headteacher (Overall Responsibility)</b> <ul style="list-style-type: none"> <li>• Specifics: DSL; Emergency Planning,</li> <li>• Critical Incidents, Risk Assessment (RA) of pregnant staff</li> </ul>		
<b>Business Manager</b> <ul style="list-style-type: none"> <li>• Strategic overview Advice &amp; support</li> <li>• Legal compliance Policies Publications Inspections Assets Insurance Liability</li> <li>• Minibuses Accident Investigation Off-site Learning (EVC)</li> <li>• Fire Manual</li> <li>• Management of H&amp;S issues across Community Enterprise DSL for Community Enterprise activities</li> <li>• Liaison with Catering Contractors re H&amp;S issues</li> <li>• Risk Assessments</li> <li>• Co-ordination of H&amp;S reviews and emails to staff</li> <li>• H and S training</li> </ul>		
<b>Deputy Heads</b> <ul style="list-style-type: none"> <li>• Fire Evacuation</li> <li>• Behaviour and Safety of Students</li> <li>• Curriculum H &amp; S for line-managed areas</li> </ul>	<b>Assistant Heads</b> <ul style="list-style-type: none"> <li>• DDSL</li> <li>• Behaviour and Safety of Students</li> <li>• Curriculum H &amp; S for line-managed areas</li> </ul>	<b>Operation Manager</b> <ul style="list-style-type: none"> <li>• Duty arrangements</li> <li>• DSL</li> <li>• Internet safety and technology software risks</li> <li>• Management of Welfare (inc. First Aid)</li> <li>• Overseeing Display Screen Assessments</li> </ul>
<b>Site Manager</b> <ul style="list-style-type: none"> <li>• Fabric of buildings Site safety &amp; security Fire manual Inspections Vehicles Utilities PAT Testing</li> <li>• Cleaning Temperature Lighting CCTV Asbestos issues COSSH Working at Height</li> <li>• Moving and Handling Legionella Contractors' compliance with H&amp;S Training of site team</li> </ul>		
<b>HR Manager</b> <ul style="list-style-type: none"> <li>• Staff health and wellbeing</li> <li>• OHU liaison and returns to work</li> </ul>	<b>Headteacher's PA</b> <ul style="list-style-type: none"> <li>• School Transport</li> </ul>	
<b>All Staff</b> <ul style="list-style-type: none"> <li>• Immediately identify and report any H and S issues to the relevant person</li> <li>• Report near miss incidents to Business manager</li> <li>• Complete assigned E-learning training on Safesmart system</li> </ul>		

## **ADDITIONAL STAFF AND TRUSTEES WITH HEALTH AND SAFETY RESPONSIBILITIES**

Tina Loder– Health and Safety Trustee

## **I. TRUSTEES**

The College Trustees will ensure that:

- the college Health & Safety policy is produced for ratification by the Full Trustee Board, but is overseen and regularly reviewed by the RAR Committee in conjunction with the Health and Safety trustee.
- the RAR Committee ensures sufficient funding for Health and Safety, e.g. in respect of new staff training, refresher training, personal protective clothing etc;
- the Health and Safety Trustee (undertakes an annual audit with the Senior Health and Safety Monitoring Group;
- risk assessments of work activities are undertaken and a written record of the assessments kept, and that a sample of these are monitored on a yearly basis as part of the annual RAR.
- the RAR Committee in conjunction with the Health and Safety Trustee review serious accidents/incidents and near misses on a yearly basis and the actions arising from these;
- a positive Health and Safety culture is established and maintained and this is monitored by the RAR committee in conjunction with the Health and Safety Trustee every two years.

## **II. HEADTEACHER**

The Headteacher as the day-to-day manager of the site will ensure that:

- the college Health & Safety policy is produced for approval by the Trustee Board and that the policy is regularly reviewed and revised as necessary;
- risk assessments of work activities are undertaken, a written record of the assessments are kept and the assessments are reviewed regularly or when they are no longer felt to be valid;
- safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective;
- information and advice on Health and Safety is acted upon/circulated to staff and Trustees. This will include updates via staff meetings, via the weekly staff circular or via email as required and or via other communications as appropriate;
- half-termly health and safety inspections are undertaken in conjunction with the Business Manager, Site Manager, and Headteachers PA
- on a regular basis there should be reports, from appropriate person to the Trustee Board on the College's Health and Safety performance covering key areas of Health and Safety and further developments required in practice or procedures e.g. trustee review, external fire audit;
- the College meets its legal requirements in respect of the monitoring and review of Health and Safety practice and procedures;
- staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, Personal Protective Equipment (PPE) or other resources to enable the task to be undertaken safely;

- where duties are delegated to another member of staff with responsibility for Health and Safety, that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### **III. BUSINESS MANAGER**

The Business Manager is delegated with specific responsibilities in respect of the overall management of Health and Safety and will:

- advise the Headteacher and Trustees on action required to comply with relevant Health and Safety legislation;
- in consultation with Headteacher and other senior staff, set timescales/ensure work is carried out to meet the requirements of Health and Safety legislation;
- receive Health and Safety information sent to the college and disseminate the information to staff/Trustees as necessary;
- take part in the half-termly Health and Safety inspections and undertake actions arising from these;
- undertake the role of Accident Investigator and lead on all accident investigations; [there should be a second SLT member nominated that will act as a second should the business manager be absent]
- the postholder will also undertake the role of Fire Safety Co-ordinator for the site and take responsibility for the day to day fire safety related duties and the upkeep of the fire safety manual.

### **IV. SENIOR LEADERSHIP TEAM**

Other members of the Senior Leadership Team have delegated responsibility for a number of operational areas of Health and Safety and will:

- advise the Headteacher and Trustees on action required to comply with relevant Health and Safety legislation;
- in consultation with Headteacher and other senior staff, set timescales/ensure work is carried out to meet the requirements of Health and Safety legislation;
- receive Health and Safety information sent to the college and disseminate the information to staff/Trustees as necessary;

### **V. SITE MANAGER**

The Site Manager, who oversees the work of the site and cleaning teams, has delegated responsibility for a number of operational areas of Health and Safety and will:

- advise the Headteacher and Trustees on action required to comply with relevant Health and Safety legislation;
- in consultation with Headteacher and other senior staff, set timescales/ensure work is carried out to meet the requirements of Health and Safety legislation;
- receive Health and Safety information sent to the college and disseminate the information to

staff/Trustees as necessary;

- take part in the half-termly Health and Safety inspections and undertake actions arising from these;
  - ensure that recording of statutory Health and Safety checks is completed and records maintained;
  - act as the Legionella Competent Person
  - is the nominated responsible person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.
- 
- The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

## **VI. CURRICULUM LEADERS AND TEAM LEADERS**

Each Curriculum Leader and Team Leader is responsible for the day to day management of Health and Safety issues within their area and will:

- ensure that staff are made aware of Health and Safety responsibilities and information relevant to them and have access to the Health and Safety publications provided or referred to as standards; and that they are empowered to bring to the notice of the Headteacher/Business Manager/Site Manager any H&S concerns;
- ensure that Health and Safety policies and procedures are updated in line with legislative changes, as directed by the SLT;
- ensure that relevant risk assessments are produced within the department and that staff are aware of their responsibilities in respect of these; and where external legislation or guidance is relevant such as use of CLEAPPS and COSHH;
- ensure that Health and Safety requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for within departmental budgets or brought to the attention of the Headteacher/Business Manager as appropriate;
- ensure that Health and Safety issues are discussed at departmental meetings as appropriate or when new processes or practices are introduced within the department.

## **VII. STAFF HEALTH & SAFETY REPRESENTATIVE**

Organisations are required to consult with the workforce individually or through an elected Health and Safety representative under the Health and Safety (Consultation with Employees) Regulations 1996, or to consult with trade union appointed health and safety representatives under the Safety Representatives and Safety Committees Regulations 1977. **There are currently 1 Trade Union representatives in College (, 1X Support staff)**

## **VIII. STAFF (EMPLOYEES AND VOLUNTEERS)**

All employees and volunteers must:

- take reasonable care for their Health and Safety at work and that of other persons who might be affected by their acts or omissions at work;
- report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- not misuse any equipment;
- report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- wear any Personal Protective Equipment (PPE) provided for their roles
- co-operate with management in respect of complying with Health and Safety requirements.
- Complete the required and assigned E-learning courses on an annual basis

For new staff, the college will provide:

- general induction training regarding the requirements of the Health and Safety policy;
- appropriate training within departments on risk assessments and safe working practices relevant to the department;
- specific training for their own role and activities if appropriate.

It is not appropriate for staff to bring their own children on to site for extended periods of time during a normal working day. Children can pose a distraction and could be a risk to themselves and to other people. It is appreciated that staff may need to bring their children on site for reasonably short periods of time, e.g. prior to the opening of the nursery or before school club, or if waiting for them to be collected.

## **IX. STUDENTS**

Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for Health and Safety, the college expects students to:

- follow the College rules relating to general behaviour;
- follow instructions from teachers and other staff relating to specific activities undertaken, particularly in higher risk areas e.g. PE, Science, Design Technology and Art;

- wear any Personal Protective Equipment (PPE) provided for specific activities e.g. goggles and aprons;
- not misuse anything provided for Health and Safety purposes;
- report anything which they think is a health and safety concern;
- remain quiet in cases of emergency and follow instructions given by staff.

The Senior Leadership Team or Trustees may discuss Health and Safety issues with the Student College Council on occasions or ask them to take part in evaluations.

## **X. VISITORS (including Contractors)**

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

(Information leaflet)

Visitors to the premises will be provided with verbal instructions as to evacuation. All visitors will have a host who in most cases will remain with the visitor.

Contractors working on long-term projects on site unsupervised will be briefed on the College's Health and Safety procedures and evacuation procedures as part of pre-contract meetings. See section C item 6 for more detailed information in relation to contractors. Information leaflet available for contractors

## **XI. TRAINING**

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with the following as a minimum training provision:

- induction training regarding the requirements of this Health and Safety policy;
- appropriate local training regarding risk assessments and safe working practices;
- updated training and information following any significant Health and Safety change;
- specific training commensurate to their own role and activities;
- periodic refresher training that will not exceed three yearly intervals.

A central spreadsheet of all statutory training for relevant members of staff will be kept and used to ensure that members of staff are renewing such training at the required periodic intervals.

The College has adopted the use of E-learning courses through Safesmart Smartlog which staff will be required to complete on an annual basis. Relevant e-learning courses will be allocated based on staff roles.

All Staff:

Fire Awareness

Manual Handling

Basic GDPR

Cyber security

GDPR for Education

Dependent on role:

DSE user

COSHH

Legionella

Working from height

Asbestos

Slips, trips and falls

Any other relevant course as advised by the College

## **XII. INSPECTIONS AND MONITORING**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Site Team using the appropriate Intranet page.

Every half-term, a detailed inspection of the college and premises is carried out by the Headteacher, Business Manager, and Site Manager. A report is produced following each meeting, identifying actions and a timescale for these. As part of this process, Curriculum Leaders in higher risk areas are consulted about key issues within their departments.

A full health and safety audit will be carried out every year, with other routine inspections carried out weekly or monthly in accordance with the Fire Safety and other relevant manuals.

Defects identified during these routine documented inspections are to be immediately reported to the Site Team on the appropriate intranet page. Any identified high level risks or safety management concerns are to be actioned immediately if practical, or if very costly following a meeting with the Head Teacher.

In terms of monitoring actions taken, the Site Manager will report back to the Business Manager or Headteacher where action is taken in relation to a high level risks or a safety management concern. For

lower level risks, the Site Manager will report back to the Senior Monitoring Group on a half-termly basis.

The College, will as part of the CS Health and Safety SLA complete the termly web monitoring forms for monitoring purposes at a wider local authority level. (subject to purchasing the SLA)

## **SECTION C – ARRANGEMENTS**

The following arrangements have either been established through risk assessment at College level or are national standards. Where relevant each department/team will provide supplemental risk assessments to support the relevant sections below.

### **1. ACCIDENT/INCIDENT RECORDING/REPORTING**

#### **a. Students, Staff, Visitors and Contractors**

Any accident, incident or injury involving staff, visitors or contractors is to be reported to the Welfare Officer and recorded in the Accident Report Book held in the Welfare Office.

All accidents to students are to be reported to the Welfare Officer and recorded in the Accident Book located in the Welfare Office. The Welfare Officer will ensure that accidents involving children considered to be of a more significant nature than minor incidents are also raised with the Business Manager.

Members of staff must also report any significant accidents or incidents to their Curriculum Leader or Pastoral Leader who will refer them on to the Business Manager.

The Business Manager is a trained Accident Investigator, who will always conduct a documented investigation into more significant accidents or incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The more serious incidents that are notifiable to the Health & Safety Executive (HSE) as part of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be reported via the relevant form on the HSE website and a copy retained at the College. The online form would normally be completed by the Business Manager.

More significant accidents and incidents which are investigated by one of the trained Accident Investigators will be monitored by the Business manager and will be reviewed half-termly by the Wyvern Health and Safety Senior Monitoring Group so that causal factors may be identified to prevent reoccurrences. Such accidents and incidents will also be reported to the annual audit by the Health and Safety Trustee.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Community Office, who will appropriately report and investigate each incident or pass to those above. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures and copies provided to the school at the earliest opportunity.

#### **b. Near Miss Incidents**

Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to a property, should be reported to the trained Accident Investigators who will conduct a documented investigation in the same way as for accidents. An email should be sent to the Business Manager with 'Near Miss' in the subject line.

#### **c. Behaviour Incidents**

As well as being reported to the Welfare Office, incidents involving violence between students will also be recorded within the School Information Management System (SIMS).

### **2. ADMINISTRATION OF MEDICINES**

Arrangements regarding medicines are set out in the Medical and Welfare Management Guidance document.

### **3. ASBESTOS**

Asbestos management on site is overseen by the Site Manager, who is the asbestos competent person. The Site Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers and that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements.

The asbestos register is issued by Hampshire Scientific Services and is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to HSS in order that the asbestos register may be updated accordingly.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Business Manager and the Site Manager who will immediately act to cordon off the affected area and contact Hampshire Scientific Services Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Business Manager and the Site Manager.

**Under no circumstances must staff drill or affix anything to any surfaces without first checking with and/or obtaining approval from the Site Manager who will then check the asbestos register and advice accordingly.**

#### **4. CHILD PROTECTION AND SAFEGUARDING**

All issues relating to child protection and safeguarding are covered within the Child Protection and Safeguarding Policy.

#### **5. COMMUNITY USERS AND LETTINGS**

The **Community and Communications Manager** will ensure that:

- third parties and other extended service users operate under hire agreements;
- a risk assessment for the activity is completed using recognised formats;
- the premises are safe for use and inspected prior to, and after each use;
- means of general access and egress are safe for use by all users (see Fire Safety Manual);
- all provided equipment is safe for use;
- fire escape routes and transit areas are safe and clear of hazards;
- hirers/users are formally made aware of fire safety procedures and equipment.

#### **6. CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors

who regularly work on the site, and building contractors who come to site on an 'as and when' basis. The latter are usually involved with building work.

**All contractors must report to the reception on their arrival and under no circumstances are they to commence work until given approval to do so by the Site Team**

The College generally use Hampshire Local Authority approved contractors. If non-approved contractors are used, then they are always subject to the College using the Hampshire Local Authority Guidelines for Employing Contractors which requires the College to check insurance, qualifications, work history, etc.

#### **a. Service Contractors**

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site on a more regular basis such as catering staff, grounds contractors and sanitary services. The service contract specifies what work is expected of them and what they can expect from the College.

For most maintenance work e.g. boilers, electrical, roofing, the College has a Service Level Agreement (SLA) with a recognised contractor.

#### **b. Building Contractors and small scale contractors**

These are contractors who attend site to undertake building works and other maintenance tasks, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- being hit by falling objects dropped by persons working above head height;
- inhalation of smoke/fumes through heating substances or use of same, i.e. paint/varnish/tar etc.
- coming into contact with machinery or vehicles.

The ongoing Risk assessment will follow the practice outlined below:

- Before any work is commenced, it is essential that the Site Team are aware of:
  - i) what work is to be undertaken,
  - ii) where the work is to be carried out,
  - iii) an indication of the likely timescale,
  - iv) what equipment is to be used,

- v) what services are required,
- vi) the asbestos register must always be checked prior to commencement of any works on site
- Before work is to commence, the contractors must be advised by the Site Team:
  - i) where they can gain access to services,
  - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a siren, they must exit the building immediately and report to the rear of college assembly point
  - iii) any particular problems with the work, e.g. where access may still be required to the area.
- The contractors must be issued with a visitors' pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

### **c. Large Scale Works**

This encompasses all work where a pre-contract meeting is required. In normal circumstances, this will involve work where part of the site is completely handed over to the contractors. Such work usually comes under the requirements of the Construction Design and Management Regulations and the College must exercise the duties of the Client as contained therein.

For all large scale works a pre-contract meeting will take place and the Headteacher and other designated person(s) will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when College is unoccupied wherever possible), access requirements, emergency access requirements, etc. For extended contracts of more than a term, it is expected that contractors would revisit health and safety procedures each term.

## **7. DISPLAY SCREEN EQUIPMENT**

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the College is required to carry out a Display Screen Assessment for each employee who regularly uses display screen equipment as a significant part of their normal work (daily, for continuous periods of an hour or more). At Wyvern, most office staff would fall into this category. This should be done when a new employee starts work or when any significant changes take place in relation to the work environment or the role of the employee. They should be carried out at least once every 3 years. Team Leaders or a trained assessor will ensure that a risk assessment form is completed for each employee who falls into this category and the Business Manager and HR Manager will liaise with the IT and Site Team in relation to any workplace adjustments or modifications which are required following these assessments.

## **8. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES**

All issues relating to educational visits and off-site activities are covered within the child protection and

safeguarding are covered within the Educational Visits Policy 20.

## **9. ELECTRICAL EQUIPMENT**

The Site Manager is responsible for overseeing that electrical equipment is used appropriately and will ensure that:

- only authorised and competent persons are permitted to install or repair equipment;
- where 13-amp sockets are in use, only one plug per socket is permitted;
- equipment is not to be used if found to be defective in any way;
- defective equipment is to be reported & immediately taken out of use until repaired;
- all portable electrical equipment will be inspected/tested at appropriate intervals on a rotational basis by a team of trained persons. Equipment testing/inspection can only be carried out by a competent person;
- private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested;
- new equipment must be added to the Asset Manager system, so that the Site Team and other relevant teams are aware for future PAT testing schedules.

## **10. EMERGENCY PROCEDURES**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire-related emergencies which also acts as the emergency evacuation plan for all non-fire emergencies. There is also a 'Lock Down' procedure policy in the unlikely event that we need to keep students and staff secure inside the building. (See Lockdown procedure – displayed in classrooms and offices).

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

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

## **11. FIRE SAFETY**

Arrangements regarding fire safety are set out in the Fire Safety Manual which is a separate document that the College is required to produce and maintain. The Business Manager is the Fire Safety Co-ordinator

and the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the Business Manager that:

- Full staff training takes place every 3 years and for new staff on Induction.
- Staff complete the relevant fire safety e-learning course every year appropriate to their role.
- fire safety procedures are readily available for all staff to read;
- fire safety information is provided to all staff at induction and periodically thereafter;
- fire safety notices are posted in the key areas of the building close to the fire points;
- evacuation routes and assembly points are clearly identified;
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire;
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable;
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with the premises Fire Safety Manual;
- there is a termly evacuation drill to assess that the procedures are working correctly;
- the fire risk assessment is reviewed annually by the Fire Safety Co-ordinator and amended as new hazards or required amendments are identified;
- it should be noted that Wyvern operates to Hampshire Fire and Rescue Service (HFRS) advice that only the smallest fires should be tackled by Wyvern staff, otherwise a 'get out, stay out' policy will be followed.

A weekly test of the fire alarm is carried out every Monday between 3.30- 3.45pm.

## **12. FIRST AID**

Arrangements regarding first aid provision are set out in the Medical and Welfare Management Guidance document. The names and locations of the first aid trained staff on site are listed in this guidance and also clearly signposted around the college.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

A central spreadsheet is kept of all those who are qualified first-aiders and this ensures that their certification is updated periodically as required.

### **13. GENERAL EQUIPMENT**

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as arranged by the College or covered by our SLA.

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

All equipment on site will be maintained in efficient working order to ensure that it is safe to use.

Without detracting from the generality of the above, the following maintenance arrangements have been made:

#### **a. Electrical Installation**

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check, a certificate is issued to confirm the electrical installation is safe.

#### **b. Fire Extinguishers**

Fire extinguishers are subject to an annual check by contractor and on a monthly basis the extinguishers are checked by the Site Team to ensure that they are in position and that the pins are in place.

#### **c. Portable Electrical Equipment**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to an annual check by suitably qualified staff which is recorded on the Asset Manager system.

#### **d. PE Equipment**

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE Curriculum Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

#### **e. Science, Design Technology, Drama and Art**

All Science, Design Technology, Drama and Art equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the relevant Curriculum Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

## **14. GLAZING**

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically by the Business Manager and is reviewed annually or when there are changes to the premises.

## **15. GOOD HOUSEKEEPING**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times on the College site:

- emergency exits and fire doors are not obstructed in any way;
- all corridors and passageways are kept free from obstruction;
- floors are kept clean and dry, and free from slip and trip hazards;
- shelves in storerooms and cupboards are stacked neatly and not overloaded;
- supplies are stored safely in their correct locations;
- rubbish and litter are cleaned and removed at the end of each working day;
- poor housekeeping or hygiene conditions are immediately reported to the Site Team for action.

## **16. HAZARDOUS SUBSTANCES**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH or CLEAPSS assessment has been undertaken by the trained COSHH or CLEAPSS assessor.

Such assessments are maintained and kept in the relevant curriculum area or department e.g. Science, Art, Design & Technology and Site Team. A copy of such assessments should also be provided to the Business Manager for storage in a central place.

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

All hazardous substances are to be stored in a secure storage when not in use. These areas are located in Science, Design Technology and Art. Cleaning chemicals are stored in the locked cleaning stores.

## **17. INFECTIOUS DISEASES**

The College follows the national guidance produced by the Health Security Agency which is summarised in a document entitled 'Guidance on Infection Control in Schools and other Child Care Settings'. The College's Welfare Officer would normally be first to receive any notifications of infectious diseases and would ensure that admin staff circulate relevant warning advice to other staff and students, and that the Health Security Agency are notified if applicable. Staff need to ensure that care is taken in protecting the identity of anyone with an infectious disease.

## **18. KITCHENS**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is overseen by Caterlink, the College's catering contractor. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

The maintenance of the kitchen area and kitchen equipment is the responsibility of the College and is under the SLA agreement.

## **19. LEGIONELLA**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or Property Services as required

## **20. LONE WORKING**

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g.:

- Working at Height
- Using hazardous equipment/tools (i.e. hedge trimmers)

All lone working is to be carried out in accordance with the premises lone working risk assessment which is available from the Business Manager.

## **21. MINIBUSES**

The Business Manager is responsible for the operation and maintenance of minibuses in accordance with requirements set out in the Minibus Management Guidance document. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses and must have produced their driving licence. A central spreadsheet of those entitled to drive is held centrally and maintained in the **Finance** Office and ensures that periodic update training is provided. Please see Management Guidance for use of minibuses.

## **22. MOVING AND HANDLING**

Manual handling advice is provided to staff as part of their induction by a competent person (usually the Business Manager or member of the Site Team) and reminders will be issued to staff annually. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Members of the Site team and other staff in additional risk areas must complete the e-learning on an annual, basis

All staff must ask themselves the question when considering undertaking any manual handling operation can I move the objects where I need to safely and without risks to health? Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids (such as trolleys and sack trucks) can be accurately determined to ensure that the task is carried out safely. The Site Manager and Site Team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

Individuals have a responsibility to ensure they take reasonable steps to maintain levels of fitness and suitability for the roles for which they are employed.

All students who may need to be lifted or supported are assessed using the manual handling assessment forms included or as part of an individual fire evacuation plan.

The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. evac chair.

### **23. NOISE**

The Control of Noise at Work Regulations 2005 is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). The level at which hearing protection and hearing protection zones must be provided is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

The noise assessment in College has identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. Those curriculum areas have therefore undertaken noise assessments and introduced noise reduction measures as appropriate.

If staff have any questions on noise levels they should initially speak to their Curriculum Leader who will refer the matter on to the Business Manager if unable to resolve it.

### **24. PHYSICAL INTERVENTION**

Information and guidance regarding physical intervention are set out in the Physical Intervention Management Guidance document

### **25. PROVISION OF INFORMATION**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are (but not exclusively) staff meetings, staff briefings, email, staff circulars. Local health and safety advice is available from The Business manager or Site Manager and the Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the Reception office and Staffroom.

## **26. RISK ASSESSMENT**

General risk assessment management will be co-ordinated by the Business Manager in conjunction with Curriculum Leaders and Team Leaders. Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who is the Business Manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

Major risk assessments and associated control measures are to be approved by the Headteacher or the Business Manager prior to implementation.

Completed risk assessments should be listed in departments and will be reviewed periodically in accordance with each risk assessment's review date.

Incidental risk assessments for issues such as broken limbs or pregnancy are carried out according to need by Pastoral Assistants, the Assistant Headteacher or the Headteacher. Where possible students will be involved in Risk Assessment as it affects them.

## **27. SECURITY**

Arrangements regarding security provision are set out in the separate Security Management Guidance document.

## **28. SMOKING**

Smoking is not permitted on the premises, which includes the whole site and within any vehicles on site. In addition, the smoking of electronic or e-cigarettes (also known as vapes) is not permitted within the site or within any vehicles on site. Sensor monitors are located inside the buildings to detect any vaping type activities.

## **29. STRESS**

The College takes very seriously the issues surrounding Stress in the workplace. There is a clear management of Stress guidance for staff to refer to and where necessary an Individual Stress assessment may be carried out for individuals who are suffering with a range of stress related illnesses. There will also be the option to be referred to occupational health services for certain cases.

### **30. TEMPERATURE**

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a “reasonable” temperature in the workplace. The Approved Code of Practice suggests a minimum temperature in workrooms should normally be at least 16 degrees Celsius or 13 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements as it is the employer’s essential duty to determine what reasonable comfort will be in the particular circumstances.

A meaningful figure cannot be given at the upper end of the scale. This is because there are factors other than air temperature which determine thermal comfort, i.e. radiant temperature, humidity and air velocity. In addition to the Workplace Regulations, the Management of Health and Safety at Work Regulations 1999 require employers to make a suitable assessment of the risks to the health and safety of their workers, and take action where necessary and where reasonably practicable.

The College has a gas boiler heating system and radiators across the college, which are supplemented by electric radiators and portable heaters in various areas during periods of colder weather. In hot weather, there are air conditioning systems in the IT rooms, the IT office, T6, M2, the Conference Room, Sport and Fitness Suite and baby room in the old Childrens centre. Other means of cooling the building are ensuring that windows are opened early in the day to increase the flow of air and using blinds where fitted to filter out sunlight.

### **31. TRANSPORT**

Staff transporting students/equipment in their own cars or driving to other venues during the working day, must ensure that their own insurance policy covers them for this purpose as such cover is not provided by the College. Staff transporting students must also ensure that their vehicle is legal e.g. tax and current MOT if required.

Staff transporting students/equipment in the College minibuses or a minibus hired in for the purpose, must only do so if they have completed the MIDAS Certificate and adhere to the Minibus Management Guidance.

For Educational Visits where a coach is hired, the College would ensure that the driver and coach are hired in from a reputable source.

### **32. TRAFFIC MANAGEMENT**

Traffic management is overseen by the site staff and a traffic risk assessment is updated annually.

Management of the traffic on site includes:

- access to the site being limited at peak times and monitored by a member of the site staff on the main gate to the college;
- Automated gate controlled access is in place a designated times of the day for both vehicles and pedestrians
- designated parking spaces are marked and disabled spaces are indicated and staff are asked to display permits so that vehicle owners can be quickly identified if there is an issue;
- a bus and coach drop off lane with a red line ensures that bus and coaches have the required space to park and manoeuvre
- deliveries are not allowed on site at peak times;
- pedestrian routes are marked and pedestrians are advised to stick to paths and not walk on roadways;
- access by parents is limited to those allocated a permit for specific medical or pastoral reasons, or for nursery drop off only;
- designated parking is allocated for different evening and weekend community groups to assist with the flow of vehicles on site;
- additional site staff are on duty when the College hosts large events such as Open Evening, Prizegiving and the annual production.

### **33. VIOLENT INCIDENTS**

Any violent or aggressive incidents towards staff must be reported to a member of the Senior Leadership team to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

The more serious incidents that are notifiable to the Health & Safety Executive (HSE) as part of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be reported via the relevant form on the HSE website and a copy retained at the College. The online form would normally be completed by the Business Manager

### **34. VISITORS**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information leaflet to enable them to act appropriately and safely in the event of an incident.

### **35. VULNERABLE PERSONS**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and

appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

### **36. WEATHER**

The College has a Snow and Ice Plan in place for dealing with adverse weather conditions which is produced and updated by the Site Manager. It is updated annually but is also updated as a 'live' document if the College has to deal with an adverse weather incident, as each case of such weather may impact on the College in different ways and may require different actions. The Snow and Ice Plan is operated alongside the Emergency Closure procedure, which may have to be implemented if it is considered too dangerous to open the site to staff and students. If the site is closed, the Plan would then be updated to prioritise any snow clearance operations to enable the site to reopen as quickly as possible. Health and Safety Guidance to staff and students on returning to College after such a closure is included as part of communications with staff and students.

### **37. WELFARE OF STAFF**

The College is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

The wellbeing of staff is seen as an integral part of the College's Health and Safety responsibilities. The Trustees and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher, HR Manager or their line manager.

The College makes use of Occupational Health Consultancy Ltd as the main source for OH services, and will refer staff to them for further advice or support as necessary.

The College also enrolls all permanent contracted staff to an Employee Assistance Programme through Carefirst, which offers a range of services for the health and well-being of staff.

## 38. WORK AT HEIGHT

### Work at Height

Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. All work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

Members of the Site team have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course and they are authorised to:

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

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Wyvern or contractor staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting

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

### **Specialist Operations**

These are where specific high level access equipment is to be used such as scaffold towers and large A frame ladders. Only staff who have attended the Prefabricated Access Suppliers and Manufacturers' Association (PASMA) course or relevant on-site training should use this equipment.

## APPENDIX 1 – ABBREVIATIONS

The following abbreviations are used in the policy:

<b>CLEAPSS</b>	Originally, Consortium of Local Education Authorities for the Provision of Science Services but now it is as registered Trade Mark and is simply a name and not an acronym.
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>DATA</b>	Design and Technology Association
<b>DSE</b>	Display Screen Equipment (Computers)
<b>DSL</b>	Designated Safeguard Lead
<b>H&amp;S</b>	Health and safety
<b>HFRS</b>	Hampshire Fire and Rescue Service
<b>HSE</b>	Health & Safety Executive (national enforcing body for health and safety legislation in schools)
<b>HSS</b>	Hampshire Scientific Services
<b>PASMA</b>	Prefabricated Access Suppliers and Manufacturers' Association
<b>PPE</b>	Personal Protective Equipment
<b>RA</b>	Risk Assessment
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>SIMS</b>	Schools Information Management System
<b>SLA</b>	Service Level Agreement

**CHILDREN'S SERVICES ASSESSMENT FORM CSAF-010(B)**

**Wyvern College Termly Inspection Checklist**

This checklist has been designed to record the results of the premises inspection. Any remedial actions should be completed in the action section of the form. Please amend the checklist to reflect the school site.

Date of inspection:	Inspection carried out by:
School: Wyvern College	

External buildings / areas	Yes	No	Actions
Are paths, roads, and car parks in good condition (e.g.; not cracking, no weeds growing through the surface, etc.)?			
Are the paths and car park well lit?			
Are pedestrian and vehicular traffic routes segregated and clearly indicated?			
Are traffic barriers, sign, road markings in good condition?			
Is vehicle access restricted and managed?			
Is the main entrance clearly sign posted for visitors?			
Are all gates in good condition and lockable?			
Do any of the gates on site present a pinch point whilst opening			

or closing that could injure anyone using the gate?-			
Are any perimeter fences/hedges/walls in good condition?			
Are playgrounds in good condition?			
Where fixed sports equipment is installed is it in good condition and visually inspected?			
Is the fixed outdoor play equipment checklist in use?			
Is the sports field in good condition?			
Are the grounds well kept and tidy e.g. plants well maintained, are mature trees inspected at regular intervals?			
Are wooden seats/benches in good condition (e.g. rotting, wooden fibres breaking down)?			
Are any ponds or swimming pools securely fenced / grill fitted and access restricted?			
Where there are ancillary buildings e.g. sheds, greenhouses, are they in good condition and secure?			
Are the litter bins readily accessible and secure?			
Is the waste collection area adequate, in good condition, and secure?			
Is the main building/s in good condition e.g. windows, doors, brickwork, pipes, guttering?			
Is roof access restricted to authorised persons only?			
Can you identify potential access routes to building roofs that could be used by Trespassers / Children? E.g. bins/benches located next to single storey flat roof buildings?			
Is the fire assembly point clearly identified?			

<b>Plant/Boiler rooms – only to be inspected by authorised staff or when accompanied by them.</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is the access to the plant/boiler room clear and unobstructed (sufficient light, any steps in good condition, not blocked)?			
Is the access door secure and kept locked when the room is not in use?			
Does the signage on the door indicate that only authorised access is allowed?			
Are any vents kept unobstructed?			
Not used for unsuitable storage of items e.g. furniture, combustibles?			
Are changes in level easily visible or clearly marked?			
Is there appropriate Fire Fighting equipment in the room, and has it been serviced in the last year?			
If there is an emergency cut off point is it visible and easily accessible?			
<b>Internal building (circulation areas, stairs, offices, classrooms)</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are floors in good condition e.g. clean, level, not worn?			
Are floors free from trip hazards?			
Are changes in floor levels clearly indicated?			
Are all corridors, passageways, or exits free from obstruction?			
Is there sufficient lighting for the area?			
Are all stairs in a good state of repair and non slip?			
Are handrails provided and in good condition?			

Are general housekeeping procedures being followed?			
Is there sufficient ventilation throughout the building?			
Do all the windows open correctly and are they in good condition? Can the windows be opened and where appropriate are restrictors in place?			
Do windows and vision panels have safety glass if required?			
Is the glazing in good condition and not cracked or damage? (reflect any changes in your glazing risk assessment)			
Do any windows, when open, obstruct pathways?			
Are all doors in good condition and functioning correctly e.g. frames not rotting, closers working, vision panels if required?			
Do any of the doors create a pinch point whilst opening or closing that could injure anyone using door? If yes put controls place			
If you have door guards fitted, are they working correctly and not damaged?			
Are storage areas tidy, and secure e.g. cleaners stores?			
Are display boards/cases suitably placed, out of the way and secure?			
Are items stored in appropriate places/heights/away from children?			
Is there any equipment provided to access high storage, and is it in good condition/maintained/tested?			
Where portable electrical appliances and extension cables are used, are these in good condition, fully extended, and tested on an annual basis?			

Are any cables stored safely, out of the way, are they in good condition?			
Are radiators/heaters an appropriate temperature e.g. not hot to touch, and unobstructed?			
Is access to all hot pipe work restricted?			
Are cloakrooms areas tidy, clean, suitable for purpose and free from trip hazards?			
Are drinking water supplies indicated?			
Is all non electrical equipment in good condition, tested, maintained?			
Is all the furniture and fittings in good condition?			
Are fire exit routes clearly signed, and unobstructed?			
<b>The next sections contain additional questions for specific areas of the school.</b>			
<b>Site Staff Workshops</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Is the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are tools stored safely when not in use?			

Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			
<b>Admin office / shared offices</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all power cables secured, covered and not trailing?			
Are all plugs, sockets and leads in good condition and appropriately sited?			
Is the room/s laid out to ensure staff have minimal problems with glare, heat, ventilation and seating?			
Are there appropriate guards on equipment e.g. guillotines?			
Have workstation assessments been completed for DSE Users?			
<b>Staffroom</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is the room large enough for the numbers to be accommodated, is suitable and sufficient workspaces and seating provided?			
Is the room clean and warm?			
Is there adequate cloakroom and storage facilities for personnel belongings?			
Are there clean and hygienic kitchen facilities?			
Is there 'warning hot water' signage next to hot water taps and zip boilers?			
<b>School managed kitchens</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are the floors and wall tiling in good condition e.g. level, not cracked, clean etc.?			
Is there adequate ventilation?			
Is the extraction system working?			
Do all opening windows and exit doors have fly screens where required?			

Are emergency cut off switches clearly indicated?			
Are the fittings and equipment in satisfactory condition, and where necessary adequately guarded?			
Are adequate washing / changing facilities provided?			
Is suitable and sufficient safety signage displayed?			
P.P.E provided, and in good condition?			

<b>First aid room</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are there adequate facilities e.g. sink, clinical waste disposal, chairs, bed, first aid supplies, lockable storage?			
Are the facilities in good condition?			
Is there a medications policy?			
Is there suitable storage for medications e.g. lockable, temperature controlled?			
Is the area clean and hygienic?			
Is appropriate P.P.E. supplied e.g. gloves?			
Medical Wheelchair in good working order?			
Windows not fitting/water ingress			

<b>Toilets and shower rooms</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all taps working sufficiently to allow a flow of water?			
Is the water an appropriate temperature (43oC or less for hot water)?			
Is there an adequate supply of soap, paper towels, and toilet rolls?			
Are there suitable sanitary disposal facilities for pupils and staff?			

Is the area clean and free of unpleasant odours?			
Are toilets clearly signposted to indicate boy/girls and male/female?			

<b>PE areas, Halls/Dining rooms</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are fixtures and fitting protected from impact e.g. lights, radiators?			
Is all equipment in good condition?			
Is all equipment stored appropriately?			
Is all PE equipment regularly serviced and maintained?			
Is any access equipment regularly tested and maintained?			
If dual purpose area is the floor cleaned after lunchtime?			
Sports Surfaces			
If you have stage lighting, has this been inspected and tested annually?			

<b>ICT Suites</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all power cables secured, covered and not trailing?			

Is the suite laid out to ensure pupils and staff have minimal problems with glare, heat, ventilation and seating?			
Is all the equipment regularly checked in accordance with school policy?			
Are all plugs, sockets and leads in good condition and appropriately sited?			
Are safety rules, best practice displayed prominently?			
Computers in M2 – strap fixtures			

<b>Design Technology Workshop T4 and Preparation Room</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Are the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			
<b>Design Technology Workshops T5</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>

Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Is the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			
<b>Design Technology Workshop T7 and Preparation Area</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Are the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			

Are sockets regularly checked?			
Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			

<b>Design Technology Workshop T8</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Is the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are sockets regularly checked?			
Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			

<b>Design Technology Workshop T1 (Textiles Room)</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			

Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Is the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			
<b>Food Technology T2</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are the floors and wall tiling in good condition e.g. level, not cracked, clean etc.?			
Is there adequate ventilation?			
Is the extraction system working?			
Do all opening windows and exit doors have fly screens?			
Are emergency cut off switches clearly indicated?			
Are the fittings and equipment in satisfactory condition, and where necessary adequately guarded?			
Are adequate washing / changing facilities provided?			
Is suitable and sufficient safety signage displayed?			
P.P.E provided, and in good condition?			

<b>Food Technology T3</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are the floors and wall tiling in good condition e.g. level, not cracked, clean etc.?			
Is there adequate ventilation?			
Is the extraction system working?			
Do all opening windows and exit doors have fly screens?			
Are emergency cut-off switches clearly indicated?			
Are the fittings and equipment in satisfactory condition, and where necessary adequately guarded?			
Are adequate washing / changing facilities provided?			
Is suitable and sufficient safety signage displayed?			
P.P.E provided, and in good condition?			
<b>Area 52</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is all machinery / equipment adequately guarded?			
Are emergency stop buttons visible and in working order?			
Are the machines and equipment regularly serviced and maintained?			
Is suitable P.P.E. available and in good condition e.g. gloves, goggles, aprons?			
Is there adequate ventilation / dust extraction, and is it in working order (HSS LEV tests been carried out)?			
Are safety rules prominently displayed?			
Is the area regularly cleaned and waste disposed of?			
Are sockets regularly checked?			

Are tools stored safely when not in use?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			

<b>Science Laboratories</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?			
Is appropriate P.P.E. supplied and in good condition e.g. goggles?			
Is all equipment working correctly?			
Are any fume cabinets or LEV systems regularly inspected by HSS?			
Are safety rules prominently displayed?			
Are COSHH assessments / Hazards available?			

<b>Art rooms</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all hazardous materials clearly labelled and safely stored?  All glues and aerosols have manufacturers labels and are securely stored. Glazes also with manufacturers labels are also securely stored and locked in kiln cupboard. (Completed			

November 2013).			
Product Data Sheets are collated and kept in a separate file in the department for these items. A separate file containing these sheets has been forwarded to Matron in case of an accident or injury.			
If there is a kiln on site does it have a safety cut out and lock?			
Is there adequate provision of dust extractors and dust masks for the use of the kiln?			
Is the kiln serviced and maintained?  General maintenance i.e brushing away of clay dust carried out in art department.			

<b>Drama/Performance Rooms D1 &amp; D2</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are lighting the rigs / canopy in good condition, e.g. PAT tested?			
Are any fixed ladders / access equipment maintained and in good order?			
Are all props stored safely and securely?			
Is staging / staging block in good condition?			
Cables/ electric			

Secure storage of data/ student work and private working area.			
--	--	--	--

<b>Fitness Suite &amp; Studio</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is all equipment in good condition?			
Is the machines and equipment regularly serviced and maintained?			
Is there adequate ventilation?			
Is the extraction system & air conditioning working properly?			
Is suitable and sufficient safety signage displayed?			
Is all equipment stored appropriately?			
Are all plugs, sockets and leads in good condition and appropriately sited?			
Is there a code of conduct in place?			
Do the emergency response buttons work?			
Is there adequate sanitisation provision in place?			
Are all CCTV cameras in full working order?			
Is the area regularly cleaned and waste disposed of?			
Are all power cables secured, covered and not trailing?			
Is the layout of the area/s such as to allow safe access / exits / circulation / and be observed by staff?			
Is the defibrillator checked according to the recommended schedule?			

<b>Nursery/Baby &amp; Toddler Unit</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is there a management system to regularly risk assess each			

room?			
Are there adequate facilities for the disposal of hygienic waste?			
Are there clean and hygienic kitchen facilities?			
Are there adequate health and safety precautions available in the building?			
Are the outside areas and any associated equipment in a good condition and checked regularly?			

<b>Management</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is there a signing in process, and is it being used?			
Is the H&S Law poster displayed and correctly completed?			
H&S information available on entry for visitors/contractors?			
Are there first aid kits located strategically around the school, are they stocked and regularly checked?			
Is all the fire fighting equipment in good condition and annually inspected?			
Is fire manual up to date and fire safety certificate			
Has the schedule of Accidents and near misses been inspected for any remedial action required?			
Is all lifting and handling equipment (hoist and lifts) inspected and serviced in accordance with LOLER?			
Are fire checks being carried out e.g. extinguishers?			
Are the minibuses regularly checked by the site team and are driver check forms monitored regularly?			
Is the swimming pool / hydro pool checklist being used?			

When was the last annual health and safety audit completed?			
---	--	--	--

AOB –