



Hardenhuish School Health And Safety Policy 2021/2022

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Administration Manager**



Hardenhuish School

Health and Safety Policy

1 Health & Safety Policy Statement

- 1.1 The Governing Body is responsible for setting out the overall policy for the school.
- 1.2 The planning and implementation of that policy is the direct responsibility of the Headteacher.
- 1.3 The aim is to ensure that the school conducts its operations in such a manner as to ensure the health & safety of all its employees, students, general public, contractors, suppliers, and others while working, studying and visiting its premises and outside those premises on associated activities.
- 1.4 The Governors recognise their responsibility under the Health & Safety at Work (H&SW) Act 1974 so far as is reasonably practicable to:
 - a) Provide a productive and safe working environment.
 - b) Prevent accidents and any work related illness.
 - c) Provide equipment and systems of work which are safe and without risks to health.
 - d) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
 - e) Ensuring staff receive appropriate and up to date training, information, instruction and supervision to enable all staff employed in the school and pupils/students to perform their work safely and efficiently.
 - f) Promote the development and maintenance of sound safety, health and welfare practices and culture.
 - g) Maintain the premises in a condition that is safe and without risk to health and provide safe access to and egress from the premises at all times.
 - h) Provide and maintain a working environment that is so far as is reasonably practicable, safe without risks to health and adequate as regards welfare facilities for staff and pupils/students.
 - i) Ensure sufficient funds are available to provide as necessary, protective clothing/equipment for the safe use of machinery, equipment and substances.
 - j) Ensure the school has access to, and adheres to, the specialist advice and guidance provided by CLEAPSS. CLEAPSS guidance is recognised by the Health and Safety Executive and Department for Education as providing current best practice advice, including model risk assessments.
 - k) Ensure there are robust management procedures embedded for the use and storage of radioactive materials used in Science and ensure the school has a trained RPO-Radiation Protection Officer and an independent RPA-Radiation Protection Adviser.
 - l) Ensuring clear and transparent communication and consultation with/to all parties, including safety representatives of the recognised teaching and support staff unions, on all information related to health and safety management, to comply with Safety Representatives and Safety committee regulations 1977.
 - m) Engagement with Public Health England, DfE and to the Local Authority Public Health team to ensure compliance and best practice regarding regulation and legislation.
 - n) Regularly updating the Risk Register to ensure it is a working document that continually highlights and mitigates as far as is reasonably practicable any identified risks.
 - o) Provide access to adequate welfare facilities which include, but not limited to, toilets, adequately warm environment, staff room and drinking water.
 - p) Monitor all health and safety matters in so far as they affect activities in the premises under the control of the school.
 - q) Creating and encouraging a positive and pro-active Health & Safety culture across the school.
- 1.5 This policy will be reviewed annually by the Governors.
- 1.6 Nothing in this policy document is intended to alter the legal requirements pertaining to Health & Safety (H&S) matters within the school.

2 ORGANISATION

2.1 School Staff and Employees

- 2.1.1 All staff/employees are to be aware of what is expected of them in relation to the department/ place of work. Applicable procedures will be clearly defined, with adequate instruction and training provided as necessary. All staff/employees will set an example by personally following safe working practices.
- 2.1.2 All staff/employees have responsibilities under the H&SW Act and must report any possible hazards to the Headteacher, Business Manager or through their line manager, as well as ensuring they conduct themselves in a safe manner and not to endanger themselves or others.
- 2.1.3 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 2.1.4 All staff will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 2.1.5 All staff will establish good housekeeping and safe storage standards in all areas of their responsibility.
- 2.1.6 All staff/employees will be given access to the school's H&S Policy and are required to make themselves familiar with the H&S documents held by the school.
- 2.1.7 All staff/employees will exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, lockdown, first aid, accident or incident reporting.
- 2.1.8 All staff/employees will inform the Leadership Team if something happens that may affect their ability to work e.g suffering an injury, taking prescribed medication that could affect them, penalty points on a driving licence, pregnancy.
- 2.1.7 The H&S Policy is published on the school website.

- 2.2 The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budgets supports necessary financial commitment in terms of short, medium and long-term allocations, to implement health and safety imperatives. In addition to the basic requirements placed on all staff under the H&SW Act 1974, additional responsibilities, including reporting arrangements, are summarised as follows:

2.3 The Headteacher

- 2.3.1 The Headteacher is responsible and accountable to the governors for the implementation of the Health and Safety Policy and for all matters relating to health, safety and welfare within the school.
- 2.3.2 The Headteacher will work together with the Business Manager and wider Leadership Team to delegate day to day management of health and safety matters and ensure Health and Safety policy and procedures are implemented and complied with.
- 2.3.3 The Headteacher is to be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.
- 2.3.4 The Governors will require the Headteacher to ensure the School's Health and Safety Policy is effectively implemented and understood. The policy is to be regularly monitored, effectively controlled and revised to meet changing requirements and circumstances.
- 2.3.5 The Headteacher is responsible for ensuring that all new, amended and updated material regarding H&S matters is brought to the attention of the relevant staff immediately upon receipt.
- 2.3.6 The Headteacher will ensure that the agreed procedure for reporting all defects, hazards and problems functions effectively.
- 2.3.7 The Headteacher is to be a member of the school's H&S Committee normally delegating this function to the Business Manager. Regular H&S Committee meetings are to be arranged three times per academic year to resolve uncertain areas of responsibility, consider problems or recommendations, review procedures, accidents and their outcomes and prepare referrals to the Governing Body.
- 2.3.8 The Headteacher will seek advice, when and where appropriate, from outside agencies which are able to offer expert advice.
- 2.3.9 The Headteacher shall have the right to stop what is considered unsafe practice following advice by appropriately qualified colleagues, or the use of any plant, tools, equipment or machinery which she or her advisors deem unsafe.
- 2.3.10 Where required for health and safety reasons, the Headteacher will make arrangements for improvements to premises and, in liaison with the appropriate members of staff, this also

- 2.3.11 extends to plant, tools and equipment which are the responsibility of the School.
- 2.3.11 The Headteacher, in conjunction with the H&S committee, will review regularly the provision of the first aid and fire evacuation procedures within the school.
- 2.3.12 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities safely.
- 2.3.13 The Headteacher will ensure that in all schemes of work for pupils, including work experience, arrangements are in place to ensure adequate information, instruction, training and supervision for health and safety matters.
- 2.3.14 The Headteacher will consult with trade union representatives on all health, safety and welfare matters and co-operate with them as necessary.
- 2.3.15 The Headteacher is to ensure that all relevant records are completed and available for inspection as required.
- 2.3.16 The Headteacher will ensure that Health and Safety is considered in all strategic and operational decision making.
- 2.3.17 The Headteacher will ensure there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the school.
- 2.3.18 The Headteacher will ensure that an up to date Trips and Visits policy is in place which provides clear guidance for staff, that the EVOLVE system is used for the risk assessment and management of educational visits and ensure that information and arrangements to parents/carers of pupils is communicated effectively.

2.4 Business Manager

- 2.4.1 To be responsible for all duties delegated by the Headteacher.
- 2.4.2 To be responsible for the support and implementation of critical incident and emergency procedures, including emergency evacuation of school premises.
- 2.4.3 To ensure that regular Health and Safety monitoring is in place and that health and safety defects are reported promptly to the appropriate staff or the H&S committee.
- 2.4.4 To be responsible for referring H&S matters to the H&S committee for advice and action as necessary.
- 2.4.5 To act as Chair of the Health & Safety Committee in liaison with the governor representative.
- 2.4.6 To provide annual Health and Safety training for all staff
- 2.4.7 To ensure they actively engage in appropriate and relevant professional development to support current Health and Safety knowledge/qualification.

2.5 Staff Health & Safety Representative

Where any of the unions representing employees of the School has appointed a union safety representative:

- 2.5.1 The union safety representative is to be encouraged by the Headteacher to fulfil their duties and will be released for training as appropriate.
- 2.5.2 The H&S representative will be entitled to inspect the school in accordance with agreed Trade Union procedures.
- 2.5.3 The timescale for such inspections, monitoring and auditing will be defined and arranged through the school's H&S Committee.
- 2.5.4 Safety representatives have the right to receive any subsequent reports regarding injuries or accidents and any inspections carried out by the HSE or other authorised body, whilst ensuring GDPR compliance is demonstrated.

2.6 Estates Manager

- 2.6.1 To be responsible for co-ordinating all contractual work and maintenance carried out on school premises. To liaise with the Leadership Team, Curriculum Leaders, and other staff as necessary to ensure that safety procedures and policy agreements are adhered to.
- 2.6.2 To ensure that robust and transparent procedures are laid down for the completion of building work such as roofing, excavation, drainage, alteration to building structures, refurbishment and renovation or remodelling schemes.
- 2.6.3 To ensure good communication exists between the School and visiting contractors.
- 2.6.4 To act as H&S advisor to the Chair of the school's H&S committee and attend H&S committee meetings.
- 2.6.5 The Estates Manager is responsible to the Business Manager and accountable to the Headteacher for all matters related to Health & Safety for all areas under the Estates Manager's control.
- 2.6.6 The Estates Manager is to be familiar with the School's H&S policy and ensure that cleaning staff/contractors are equally aware of any implications as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc).

- 2.6.7 The Site Manager will report to the Business Manager using the School's procedures any defects or hazards which are brought to their notice.
- 2.6.8 Under Section 6 of the H&SW Act 1974 the Estates Manager is required to ensure that everything received from suppliers, e.g. machinery, equipment, substances, is accompanied by adequate information and instructions prior to use. In the case of direct contract labour under the control of the Estates Manager, such staff are to be informed, instructed and trained in using all such items before use.
- 2.6.9 The Estates Manager will inform the Headteacher, through the Business Manager, whenever contractors are due to enter the school to undertake maintenance, service or works contracts. In addition, the Estates Manager will ensure that all contractors are given a H&S brief prior to the commencement of work, including access to the School's asbestos register.
- 2.6.10 The Estates Manager will ensure that all records pertaining to the site are completed and available for inspection as required.
- 2.6.11 Notify the Business Manager of any planned Hot Works so that the school insurers can be notified.
- 2.6.12 Review all appropriate written risk assessments and review method statements for all intended works before the works commence.
- 2.6.13 Undertake and co-ordinate the emergency procedures relevant to them and their team, as detailed in the emergency plan documents.
- 2.6.14 Undertake required checks of safety systems as legally required e.g. fire alarm, fire doors, water temperatures, flushing of little used outlets etc.
- 2.6.15 Undertake inspections and rectifications of site security and ensure the intruder alarm is operational and tested.

2.7 Curriculum Leaders and other Managers

- 2.7.1 Curriculum Leaders are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their respective departments. Other school managers, e.g. Learning Managers, Pastoral Managers, Resources Centre Manager, Support Staff Managers are similarly responsible and accountable in respect of those areas and activities which are designated as non-faculty areas.
- 2.7.2 In the exercise of this responsibility Curriculum Leaders and other managers will ensure that:
 - 2.7.2.1 All staff for whom they are responsible receive instruction in their duties regarding health and safety matters.
 - 2.7.2.2 All staff under their control are adequately trained to carry out their duties efficiently and effectively.
 - 2.7.2.3 They are aware of all the regulation, codes and practice, monitoring and recording procedures and notes of guidance appropriate to their specialist areas.
 - 2.7.2.4 Where appropriate they produce a faculty/area safety policy, defining safe working arrangements, publicising these arrangements to members of staff including new teachers and supply teachers.
 - 2.7.2.5 All statutory notices, placards, registers, regulations and safety signs are displayed or available appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, protective clothing and equipment, registers, log books etc.
- 2.7.3 Under Section 6 of the H&SW Act 1974 Curriculum Leaders and other managers are required to ensure that everything received from suppliers - e.g. machinery, equipment, substances - is accompanied by adequate information and instructions prior to use.
- 2.7.4 Curriculum Leaders and other managers will report to the Headteacher or nominated individual, all problems, defects or hazards, no matter how small.
- 2.7.5 Curriculum Leaders and other managers will ensure that fire drill procedures and regulations are prominently displayed in all rooms and areas for which they are responsible.
- 2.7.6 Curriculum Leaders and other managers will carry out regular safety inspections within their faculties/departments. Priority will be given to plant, machinery, equipment, electrical appliances and risk assessments.
- 2.7.7 Curriculum Leaders and other managers will report, and if appropriate, make recommendations to the Headteacher, on any practices, premises, equipment, etc. which give rise to H&S risks.
- 2.7.8 Curriculum Leaders and other managers will ensure that all relevant records are completed and available for inspection as required, to include risk assessments within high risk departments.
- 2.7.9 Curriculum Leaders and other managers will ensure a positive Health and Safety awareness culture is developed and actively encouraged with all students.

2.8 **Teaching Staff, Supply Staff, Cover Supervisors, Technicians and Support Staff**

- 2.8.1 Teaching staff, technicians and other support staff are responsible to their Curriculum Leader/line manager for the implementation of the School's H&S Policy during the performance of their duties.
- 2.8.2 They are to be familiar with the School's Health and Safety Policy, the implications of that policy and their responsibilities to that policy and any procedures, arrangements and practices relating to their faculty/area.
- 2.8.3 They will conform to responsibilities as laid down in any faculty/departmental policy and/or guidelines for safe working arrangements.
- 2.8.4 Teachers and other supervisory staff will ensure that where conditions apply, all pupils under their care receive instruction and are provided with on the job training to enable them to operate in a safe manner.
- 2.8.5 All problems, defects and hazards will be brought to the attention of the Curriculum Leader/line manager, using the stipulated reporting procedure.
- 2.8.6 Supply teachers will be made aware of the H&S Policy and of any special arrangements or procedures relating to their work before commencing work.
- 2.8.7 They will ensure that all emergency evacuation information is prominently displayed in the rooms and areas for which they are responsible.
- 2.8.8 The teaching staff, technicians and other support staff will ensure that all relevant records are completed and available for inspection as required.

2.9 **Catering Manager**

- 2.9.1 The Catering Manager is to be familiar with the school's H&S Policy and is responsible for both health & safety and food hygiene within the School's catering kitchens and servery areas.
- 2.9.2 The Catering Manager is responsible for reviewing the Food Safety Policy on an annual basis.
- 2.9.3 The Catering Manager is responsible for ensuring all kitchen staff are instructed and informed of the contents of the School's H&S Policy and the duties this imparts.
- 2.9.4 The Catering Manager is to be familiar with the Food Safety Act 1990 and the implications and requirements this places on the School.
- 2.9.5 The Catering Manager will inform the Headteacher, through the Business Manager, of any environmental health visits, HSE visits, any other regulatory body visit and the outcome of any such visit. In addition, the catering function will be maintained to an acceptable standard at all times necessary to meet the statutory requirements of any authorised regulatory body.
- 2.9.6 The Catering Manager will inform the Headteacher, through the Business Manager, of any kitchen equipment problems, failures, hazards, defects and replacements which might be needed to discharge the School's responsibilities to the users of the catering service.
- 2.9.7 The Catering Manager will ensure that all records are completed and available for inspection as required.
- 2.9.8 The Catering Manager will ensure that all new legislation/regulation is implemented within the catering provision e.g. Natasha's Law

2.10 **Pupils/Students**

- 2.10.1 It is expected that pupils and students will exercise personal responsibility for the health and safety of themselves and others and will observe the health and safety rules of the school.
- 2.10.2 Pupils and students will observe any dress/uniform requirements with respect to health and safety, e.g. wearing of lab coats/aprons/tying long hair back.
- 2.10.3 Pupils and students will not misuse, neglect or interfere with items supplied for their and other pupils'/students' safety.
- 2.10.4 Pupils and students will respond to the instructions of staff given in an emergency.

3 **ARRANGEMENTS**

- 3.1 The Governors recognise that the way forward to achieve effective management of the School's H&S Policy and the arrangements necessary to fulfil its obligations, is through the School H&S Committee. The H&S Committee will include:

- Representative of the Governing Body
- Business Manager (Chair)
- Staff Health & Safety Representative if one has been appointed by the trade unions
- Estates Manager

- Catering Manager or designated deputy
 - Medical Officer
 - PE Representative
 - Science Representative
 - D&T/Art Representative
 - Drama Representative
 - D of E/Sound & Lighting representative
- and any other co-opted member as required by the Headteacher or Health & Safety Committee.

3.2 General Matters

3.2.1 Accident Reporting/Investigation

The reporting procedure is in accordance with the school's Accident Policy.

3.2.2 First Aid and other Medical Provision

The arrangements for first aid and other medical provision in school are determined by the School H&S Committee with first aid boxes located in all buildings and high risk areas. In addition, the following first aid cover will be in place:

3.2.2.1 First Aiders

First aid cover will be allocated by area, with at least a primary first aider and a deputy in each of the main buildings: E Centre, L Centre, S Centre, A Centre, M Centre, C Centre and the House. Additionally staff who regularly accompany school trips and those who work in higher risk departments will be trained. The Medical Officer is responsible for ensuring all First Aid kits are fully stocked and located as identified above.

3.2.2.2 First Aid Qualification

Most first aiders will be qualified via the one day Emergency First Aid at Work course and the medical officer will be qualified via the 3 day course. These individuals will be required to re-qualify every 3 years. The Duke of Edinburgh Co-ordinator and some other D of E expedition leaders receive specific outdoor first aid training.

3.2.2.3 Anaphylaxis Trained Staff

A number of staff are trained annually in anaphylaxis and the use of an epi-pen. The qualification is valid for one year only. A range of staff across school buildings and staff who frequently attend school trips are selected for this training.

3.2.2.4 Defibrillators

The School has one defibrillator located in E Centre foyer. A number of staff are trained in its use annually.

3.2.3 Fire Precautions

The arrangements for general fire safety and evacuation are in accordance with the School's Fire and Evacuation Procedures.

3.2.4 Other Disaster Precautions

The arrangements for the management of other disasters relating to bomb warnings, flood, lightning, death, etc. are contained within the School's Planning for and Managing Major/Critical Incidents Procedure.

3.2.5 Post Disaster Recovery

The arrangements for the recovery of the school following any disaster are contained within the School's Planning and Managing Critical Incidents Procedure and Business Continuity Plan.

3.3 Training Arrangements

3.3.1 Induction Training

This will apply to new employees or transfer of employees to another department. Staff will be made aware of School/departmental policies and procedures, fire precautions, first aid and welfare arrangements as part of their induction training.

3.3.2 Specific Training

The Governors recognise that in certain areas staff will need to acquire an accepted level of competence to perform their tasks.

3.3.2.1 Technology: Employees who have recourse to use or instruct in the use of dangerous machinery (e.g. woodwork, metalwork) will be required to be suitably qualified via attendance at an approved safety course.

- 3.3.2.2 Performing Arts, Sound & Lighting and Premises Staff: Employees who have recourse to use scaffolding and associated equipment will be required to undertake the appropriate training to ensure their competence.
- 3.3.2.3 Science and DT: Employees will be trained in accordance with the COSHH Regulations 1988 and any other appropriate regulations, as amended.
- 3.3.2.4 First Aid, Epi-pen and Defibrillators: Designated staff will be trained in accordance with paragraphs 3.2.2.1, 3.2.2.2, 3.2.2.3 and 3.2.2.4 above.

3.4 Risk Assessments

- 3.4.1 The Governors recognise their responsibilities as an employer to ensure that risk assessments are carried out for all areas of the school and its activities. The Governors are committed to the institution of hazard elimination by a system of monitoring and review and the setting up of appropriate control procedures.
- 3.4.2 In fulfilling these responsibilities, they require the Headteacher to ensure that the School conforms to all current statutory regulations.
- 3.4.3 Curriculum Leaders/Heads of Department/School Managers will be invited to assist in the process of risk assessment in areas which they oversee. The Governors also recognise the need for anyone assisting in the process of risk assessment to receive training in these processes where required.
- 3.4.4 As well as site risk assessments, risk assessments are required for certain activities, e.g. in PE, Design Technology, Science and are also required for all off site trips and activities.
- 3.4.5 The process of risk assessment is formally adopted by the Governing Body in order to emphasise that the Governing Body's responsibility for the assessments has been recognised and re-affirmed and that the risk assessments themselves are the property of the Governing Body as employer.

3.5 COSHH

Working with the School Chemical Register and the COSHH package, appropriate Curriculum Leaders and Site Team members are to ensure that appropriate monitoring procedures are in place.

3.6 Checking of Electrical Equipment

All portable electrical equipment will be checked annually and all fixed electrical equipment will be checked every five years.

3.7 Plant Machinery/Equipment

- 3.7.1 Curriculum Leaders and other designated individuals will be responsible for carrying out periodic checks within their departments, using the text, checklists and information as contained within CLEAPSS and ASE.
- 3.7.2 Inspections of departments and other areas within the school will take place on a regular basis.
- 3.7.3 It is recognised that certain items of machinery/equipment are required to be checked and certified by external contractors. The Estates Manager maintains a register of those requirements and appropriate budgetary allocation is provided.
- 3.7.4 Designated Curriculum Leaders and individuals are responsible for defining safe systems of work for cleaning and maintaining plant/machinery.
- 3.7.5 Designated Curriculum Leaders and individuals are responsible for the selection and provision of suitable protective clothing/equipment in the areas of work and appropriate budgetary allocation is provided.

3.8 Contractors on Site

- 3.8.1 All contractors entering or working on school premises will be the responsibility of the Estates Manager
- 3.8.2 All contractors will be informed of the point of contact at the school and the safe working arrangements, including the expected H&S practices applicable to them.

3.9 Arrangements for Health & Safety Committee Members

- 3.9.1 The arrangements for H&S Committee members are as outlined in paragraph 3.1 above.
- 3.9.2 The Headteacher and other individuals with cause will liaise with the professional associations with regard to any problems, hazards or defects pertaining to their members' areas of activity. Problems other than sources of imminent danger will be addressed by the H&S Committee

- 3.10 School Trips and Educational Visits/Education Visit Co-ordinator (Events Manager)**
- 3.10.1 Procedures for school trips and extracurricular activities are contained within the School's Educational Visits Policy and the Wiltshire Council Safety in Offsite Activities publication.
- 3.10.2 In order to provide for as much assurance as possible, the Governing Body purchases a Local Authority service to ensure that the risk assessments for offsite activities are adequate and that such activities are safe, provided that the assessed preventative measures are put in place and the risk assessments are updated in light of prevailing events/weather.
- 3.10.3 The Education Visit Co-ordinator will engage with appropriate training as required. e.g. Evolve, Emergency Planning, H&S Management, Risk Assessment etc.
- 3.10.4 The Education Visit Co-ordinator will support the Headteacher and Business Manager in approval decisions for school trips and educational visits.
- 3.10.5 The Education Visit Co-ordinator will utilise the Evolve trip planning software to ensure all risk assessments and relevant information is evidence before each trip takes place.
- 3.11 Emergency Procedures**
In the event of accidents, fires, explosions, spillage or any other incident which has a H&S impact, the details will be notified to the House office reception staff without delay who will then activate the Emergency/Critical Incident Procedures as appropriate and call the emergency services if required.
- 3.12 Work Experience**
The Careers and Transition Manager, who has responsibility for work experience, will work within current government guidelines.
- 3.13 Use of School Premises Outside Hours**
All lettings are in accordance with the School's Lettings Policy. All organisations letting the school premises on a regular basis are required to hold Public Liability Insurance. Every hirer will be signposted to the school's Health & Safety policy.
- 3.14 Minibuses**
- 3.14.1 The individual with responsibility for the maintenance and use of the school's minibuses is to ensure that the requirements of the various Road Traffic Acts, Statutory Instruments, insurance and driver criteria are met.
- 3.14.2 The school will provide adequate and proper training for staff who volunteer to drive school minibuses. Staff will receive training from a competent trainer/organisation before driving pupils in any minibus belonging to the school.
- 3.14.3 Seat belts are fitted and comply with current legislation. Minibuses will not be taken onto the road with passengers if seat belts are inoperative.
- 3.14.4 Minibus drivers will ensure that any trailer attached to the vehicle does not exceed the maximum permitted tow weight, or the combined gross vehicle weight as detailed in the manufacturer's handbook.
- 3.14.5 Minibus drivers will ensure that any baggage placed in the vehicle does not exceed the maximum permitted weight detailed in the manufacturer's handbook. Such baggage will be stowed securely and not placed in the aisles.
- 3.15 Working with DSE**
- 3.15.1 The School will conform to the Health and Safety (Display Screen Equipment) Regulations 1992 and any subsequent regulatory requirements. All staff will be made aware of current guidelines, including the use of VDUs, issued by the HSE when in the office environment.
- 3.15.2 Work stations will be assessed for any H&S risks and will comply with the standards prevailing at the time.
- 3.15.3 Work will be planned in such a way as to ensure adequate breaks and changes in activity, particularly with regard to DSE operation.
- 3.15.4 The Business Manager will arrange for DSE users to undergo regular eye tests under the display screen equipment regulations. A user may either receive a voucher for an eye test at the School's opticians or be reimbursed up to the equivalent value if they choose to go to a different optician. A user is defined as someone who uses display screen equipment for continuous periods of an hour or more on a more or less daily basis.

4 Occupational Stress/Wellbeing

- 4.1 The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors.
- 4.2 A staff wellbeing forum will meet once per term to discuss staff concerns and identify strategies and initiatives to support increased health and wellbeing and address potential workplace stressors. The staff wellbeing forum is led by the Assistant Headteacher responsible for Wellbeing.
- 4.3 All staff are encouraged to discuss any health or wellbeing concerns with their line manager. The school offers access to a free counselling service (offered by the school insurer) and works with an external Occupational Health provider and private Counsellors in order to provide support to individual members of staff.

5 Monitoring

- 5.1 The Business Manager will report to the Governors on an annual basis that all inspections have been carried out and resultant actions undertaken by suitably qualified or experienced personnel.
- 5.2 The Governor with responsibility for H&S will conduct regular site audits with a member of the premises staff.
- 5.3 The Health & Safety Representative appointed by the trade unions will complete termly premises inspections and will provide a termly report to the Business Manager, for review and consideration in future works/action planning.
- 5.4 The Headteacher and Business Manager, will identify the strengths and weaknesses in the conduct of area inspections in order to remedy situations and to plan, in conjunction with the H&S Committee, future objectives regarding H&S policy and activities.

This policy is supported by the following policies:

First Aid
Supporting Pupils with additional Medical Needs
Lone Working
Accident
Educational Visits
Food Safety and Allergens
Wellbeing