



Manor High School

Excellence – Inspiration – Resilience – Respect

Health and Safety Policy

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1. Statement of Intent

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

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

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

Manor High School is committed to the prevention of accidents and ill health.

Manor High School will work towards continual health and safety improvement.

To achieve these objectives, we will:

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

All of Manor High School's employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

2. Roles and Responsibilities

Governing Body

Manor High School is an academy whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed.

The Governing Body is responsible for:

- Determining the school's/academy's health and safety policy and its implementation
- Allocating sufficient funds for health and safety

- Establishing clear lines of accountability for health and safety
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- Identifying and evaluating risks relating to possible accidents and incidents connected with Manor High School.
- Providing access to competent health and safety advice
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- Setting health and safety aims and objectives for the school
- Developing and maintaining a clearly defined health and safety audit program
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented
- Performing a health and safety inspection within the academy at least annually
- The Governing Body is also responsible for planning and setting standards which include:
 - Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives
 - Ensure clear plans for coping with sudden emergencies are developed and maintained.
 - Developing a positive health and safety culture

Headteacher

Without limiting the responsibility of the Governors/Academy Trust, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Manor High School.

The Head Teacher will comply with Manor High School's health and safety policy and in particular will:

- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Manor High School and maintain an up-to-date system of policies, procedures and risk assessments
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk
- Ensure the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery

- Liaise with the Governing Body
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Manor High School's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure the Manor High School has access to competent health and safety advice
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits

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

Senior Leadership Team/Team Leaders/Heads of Departments

The leadership team/team leaders/heads of faculty/departments at Manor High School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

- PE, Science and Design Technology Curriculum Leaders will ensure a departmental health and safety policy is devised and communicated to all staff concerned
- Report property defects within their department to the Site Manager
- Provide termly health and safety performance reports to the SLT/Site Manager
- Facilitate health and safety audits
- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- Identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- Complete a health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Be responsible for aspects of health and safety included in their job description
- Organize risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures

- Ensure that all statutory registers and records are adequately kept
- Ensure the reporting and investigation of all accidents
- Ensure all persons under their control are aware of the reporting procedure

Business Leader and Site Manager

In addition to the responsibilities above Business Leader and Premises Officers have specific duties:

- To maintain an understanding of the Health and Safety Policy arrangements and the Business Leader / Site Manager responsibilities detailed within them.
- To maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- Ensuring adequate security arrangements are maintained
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained
- Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and other emergency evacuation procedures, i.e. lock down and bomb alert, are implemented, practiced and maintained
- Ensuring that plant and equipment is adequately maintained
- Arranging for the regular testing and maintenance of electrical equipment
- Maintaining suitable records of plant and equipment maintenance and tests
- Ensure fire risks are formally assessed, and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request

- Ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- Liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere within the Manor High School i.e. design and technology and science
- To maintain compliance through compliance management

All Staff

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

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with their line manager and senior management to work safely
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the Manor High School in embedding a positive safety culture that extends to pupils and any visitors to the site
- Undertake any training identified by the Business Leader/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

All pupils are expected to behave in a manner that reflects the Manor High School's behaviour policy and are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Manor High School
- Co-operate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of Manor High School staff any health and safety concerns that they may have

Lettings

Manor High School has a lettings / Community Use policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organizations letting the site must agree to:

- Co-operate and co-ordinate with the Manor High School on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Manor High School that may arise from their activities

Manor High School will ensure that:

- The premises are in a safe condition for the purpose of use
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- Adequate arrangements for emergency evacuations (fire and bomb alerts) and lock down, are in place and communicated

3. Organisational Arrangement for Health and Safety

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

Setting Health and Safety Objectives

The Governing Body and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body, based on Health and Safety Committee meeting minutes and feedback from the Leicester County Council Health and Safety Advisor. Where necessary health and safety improvements will be identified and included within the Manor High School's action plan.

Provision of Effective Health and Safety Training

The Governing Body and the Head Teacher will consider health and safety training on an annual basis in line with the Manor High School's health and safety training matrix focusing on mandatory training as a priority.

Provision of an Effective Joint Consultative Process

The Manor High School health and safety committee will meet regularly. This committee will report to the Governing Body and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a member

of the site management team, a member of the Governing Body and trade union representatives.

Establishing Health and Safety Communication Channels

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

- Senior leadership team meetings and staff meetings
- Site health and safety committee
- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies

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

Financial Resources

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

Specialist Advice/Support

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

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

4. Organisation – Other Arrangements

Accidents and Assaults

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescales.

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

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

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

Audit

Manor High School's health and safety management will be audited by a member of the Governing Body every year. The school reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the school.

Contractor Management

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

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

Control of Hazardous Substances

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

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used

- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to Staff
- Any requirement for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with Health and Safety Emergencies – Procedures and Contacts

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

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

Defect Reporting

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

Display Screen Equipment (DSE)

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

- All static workstations used by staff meet the minimum standards required

- Equipment is maintained in good working condition
- Staff are aware of best practice in using DSE and issued with relevant information
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- A trained DSE assessor is available

Driving

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

All staff that drive the school minibus are suitably trained and insured.

Electrical Systems and Equipment

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

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor or trained with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

Fire Safety

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

- An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments
- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- All staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction

- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire logbook is kept and maintained

Fire Safety First Aid and Supporting Pupil's Medical Conditions

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

- The number of first aiders and appointed persons meets recommendations, and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence; the school maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the school
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- A suitable area is available for the provision of first aid
- Staff are regularly informed of first aid arrangements within Manor High School, through induction, teacher training days and the staff handbook which is issued annually
- Where first aid has been administered this is recorded in the first aid treatment book and where deemed necessary uploaded to Assessnet
- Correct reporting procedures are followed including those required under RIDDOR regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- Children with medical conditions will be cared for in line with the medical conditions policy
- Medication shall be kept securely in line with the medical conditions policy

Glass and Glazing

Manor High School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

Grounds – Safety/Security

Manor High School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

Safety

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

Security

Manor High School has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary

Housekeeping – Storage, Cleaning and Waste Disposal

The school will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

The school will ensure that there are systems in place for cleanliness, to minimize the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimize the risk of slips. The school will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Lone Working

Manor High School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Management of Asbestos

Manor High School complies with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and

documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's local asbestos management plan (Lamp).

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re- routed) or the asbestos will be removed by competent, licensed contractors prior to building works commencing.

Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Local Asbestos Management Plan (LAMP)

Moving and Handling

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

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

- Moving and handling is avoided whenever possible
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

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

Occupational Health Services and Work-Related Stress

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

The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

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

Off-Site Visits Including School-Led Activities

Manor High School adopts the National Guidance for the Management of Off-site visits and LotC activities.

- Manor High School has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders
- Risk assessments will be created for all off-site visits by trained and delegated visit leaders
- Manor High School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits.
<https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515

- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments, and the Head Teacher will approve the visit
- LCC do not approve off-site visits this can only be done by the Headteacher

Risk Assessments

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

Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via the school's nominated Health & Safety representative with the exception of person specific risk assessments.

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

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

Smoking

Manor High School complies with UK law on smoking in both indoor and external spaces. The school has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. The school has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

Manor High School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

Preventing Workplace Harassment and Violence

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

Staff are advised to:

- Avoid confrontation if possible
- Withdraw from a situation or escalating situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact emergency services, as appropriate.

- Inform the Head Teacher or a member of the senior management team if confrontation has taken place

Manor High School will:

- Ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Offer counselling/ support through Occupational Health
- Debrief individuals following any incident
- Provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident.

Vehicles on Site

All vehicles are limited to 4MPH with appropriate signage located at the entrances.

Vehicles are not permitted through the double access gates during times of pupil movement i.e. immediately before and after school, lesson changeover, break and lunch times unless in exceptional circumstances when they will be guided and directed by a Premises Officer.

All delivery vehicles are guided and directed by a Premises Officer.

Parents and carers vehicles are not permitted on site during school hours.

Water Hygiene Management

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

The school will:

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

Working at Height

The school will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Manor High School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The school ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace Inspections

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

5. Monitoring and Review

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

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

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

Active monitoring systems:

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

Reactive monitoring systems:

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

Reporting and response systems:

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

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

Third Party Monitoring/ Inspection:

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

