



**Hayes School
(Part of the Impact Multi Academy Trust)**

Policy Document

Policy Name:	Health & Safety Policy
Date of Last Review:	Spring 2025
Date of Next Review:	Spring 2026
SLT Responsible:	Head of School & Facilities Manager



A company limited by guarantee registered in England & Wales with number 07697400
Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE

Health and Safety Policy Statement

Our policy aims to encourage and maintain a proactive health and safety culture, safe working conditions, equipment and systems of work, according to the HSE's published guidance 'HSG65'. We will provide such systems, procedures, information, training and supervision as is necessary to achieve this. We acknowledge our legal duty of care for the safety, health and environmental well-being of our staff, students and others who may be affected by our activities. This Health and Safety Policy Statement acts as a preface to more detailed arrangements governing key safety topics and is reviewed annually.

Environmental impact is assessed as part of general management strategy and steps are taken to minimise and control waste at procurement, installation and disposal stages. Site waste is segregated to promote sustainability as far as possible. We apply and promote a 'Good neighbour' policy with regard to all activities. We will endeavour to ensure that none of the products we use are known to be harmful to the environment. (With the exception of chemicals used in science lessons as a requirement of the curriculum) All possible steps are taken to ensure legal compliance with health, safety and environmental legislation.

Organisation and Responsibilities

The Head of School's Responsibility for Safety

The overall and ultimate responsibility for all health, safety and environmental matters lies with the employer, in this case The Impact Multi Academy Trust for Hayes School. The Head of School accepts the responsibility for the implementation of this policy.

Health & Safety Lead

The nominated health and safety lead is Greg Short, Facilities Manager (Health & Safety Officer)

Line Managers and Heads of Departments

Risk control is a line management responsibility. Steps are taken to ensure that all personnel have sufficient training, authority and resources to enable them to carry out their duties safely. In particular, line managers must ensure safety arrangements are fully applied at all times and that a copy of this document is kept on site at all times.

Contractors and Suppliers

General professionalism, a good reputation and safe systems of work with regard to health, safety and environmental considerations are all major factors in the selection of contractors and suppliers.

All Staff

All staff have legal duties regarding health and safety. They must cooperate in the preservation of their own safety and that of their colleagues, visitors and others. In practice this means observing all safety rules and regulations, ensuring segregation barriers are appropriately positioned,



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following safe systems of work, using safety equipment correctly – notably Personal Protective Equipment, taking due note of safety signs / notices and bringing any unsafe conditions or practices to the attention of their line manager and Health & Safety Officer.

Safety Advisor

Citation is retained by Hayes School to assist with the management of health and safety.

Safety and Health Organisation

Responsibilities for Safety, Health and Environmental Management are set out in the Staff Handbook, Section 3 and this policy.

SUMMARY OF ARRANGEMENTS

1. Policy/Procedures/Arrangements

Detailed safe operational arrangements governing key safety topics are summarised in the full document that accompanies this statement.

2. Emergency Planning & Staff Welfare

Emergency arrangements, notably in respect of fire, lockdown and first aid, are in place. Staff must be fully conversant with all related procedures.

3. Risk Assessments

Risk assessments are prepared in respect of significant hazards and tasks. All staff must ensure that they read and understand these documents, also that they apply appropriate control measures and work safely.

4. Safety/Control of Visitors and Contractors

Steps are taken to ensure the safety of all visitors. In particular, contractors are required to maintain safe systems of work, including the preparation of relevant risk assessments and method statements.

5. Routine Monitoring

Steps are taken to ensure that those responsible for safety carry out checks on an ongoing basis. The School's Safety Advisors, Citation, carry out regular routine checks.

6. Positive Safety Culture

'Culture' in a professional context is defined as a set of habits, attitudes and beliefs that together comprise the way the organisation does business. It is 'The way we do things here'. The following points should therefore be applied by all staff at all times:

- Treat colleagues, contractors, guests and others with respect.
- Take care of your own safety and remind colleagues to do the same.
- Apply the contents of training courses, training information, notices, risk assessments and procedures.
- Apply all rules regarding correct / full use of PPE.



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- Report any defective plant or equipment immediately and do not use it until it is fully repaired or replaced.

7. Information, Instruction and Training

Steps are taken to ensure that staff receive appropriate, readily understood information, instruction, and training via training courses, safety briefings and printed material. A summary is maintained on the Citation training portal.

8. Safety Responsibility and Communication

Staff must take individual and collective responsibility for implementing this safety policy, within the context of their tasks and duties. The principle of line management responsibility includes health and safety considerations at all times. Health and safety meetings are convened at regular intervals, with key stakeholders.

9. Accident and Incident Reporting and Investigation

All Staff are required to report any accident or incident (actual or 'near miss') to the Health & Safety Officer via report form immediately. Trained first aiders should complete a Medical Tracker form immediately after attending to an accident. Appropriate liaison will take place with the Safety Advisor who will ensure that such occurrences are reported in accordance with 'RIDDOR', investigated, root causes identified and suitable measures taken to prevent a recurrence.

10. Performance Measurement and Improvement

The School's health and safety performance is monitored by Governors and Health & Safety Officer closely and improvements periodically implemented via discussion with the Health and Safety Advisor.

Signed

Date

Claire Thompson, Head of School

Signed.....

Date.....

Greg Short, Health & Safety Officer



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HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS
Hayes School, West Common Road, Bromley, Kent BR2 7DB
Part of Impact Multi Academy Trust (Employer)

To be read in conjunction with our Health and Safety Policy Statement

SECTION A: KEY RESPONSIBILITIES

SECTION B: ARRANGEMENTS

GLOSSARY

- PPE:** Personal Protective Equipment
RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
COSHH: Control of Substances Hazardous to Health
CCDC: Consultant in Communicable Disease Control
CLEAPSS: Consortium of Local Education Authorities for the Provision of Science Services

SECTION A: KEY RESPONSIBILITIES

The Head of School

The Head of School has overall responsibility for the health and safety performance of Hayes School. It is his responsibility to ensure that:

- This document is reviewed annually and that responsibility for active implementation is appropriately delegated.
- Where necessary, resources are provided and appropriately allocated in order to ensure safety, so far as is reasonably practicable.
- The Safety Policy Statement/Arrangements are reviewed annually and are available for all members of staff to read.

The Health & Safety Officer:

The Health & Safety Officer will ensure:

- All staff are appropriately trained and considered appropriately 'Competent' in safety matters.
- Fire safety arrangements are appropriate and that they comply with the Regulatory Reform (Fire Safety Order).
- The safety of staff and others is assured and that Hayes School complies with the requirements of the Health and Safety at Work Act.
- All staff have the correct level of health and safety related training for their position.
- Appointments are made relating to health and safety responsibilities of staff and that such responsibilities are appropriately discharged according guidance in section 3 of the Staff Handbook and this policy which depicts the structure of the health and safety management systems at Hayes School.



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- Appropriate liaison takes place with staff, contractors and the Health and Safety Advisor regarding health and safety matters.
- Risk assessments are carried out, appropriately communicated and appropriate controls implemented.
- The actions of contractors are controlled whilst they are on the premises and steps are taken to ensure safety.
- Health and Safety issues are appropriately resourced.
- Day to day checking, monitoring and implementation of Health and Safety issues, including liaison with the Health and Safety Advisor.

Health and Safety Advisor

Citation is retained by Hayes School to assist with the management of health and safety.

It is the responsibility of the Health and Safety Advisor to ensure that:

- The school complies with current legislation and general safe working practices.
- Accidents and incidents are appropriately investigated and that their root causes are identified.
- Hayes School is appropriately supported with regard to its health and safety requirements.
- In particular, Hayes School is appropriately guided with regard to arrangements by which Risk Assessments and Method Statements, are written, managed and communicated.
- Suitable training courses are approved / delivered in order that Hayes School can ensure an appropriate level of competence.
- Hayes School is briefed regarding any changes in legislation and that the safety system as described in this document is adjusted accordingly.

Heads of Departments/Line Managers

Heads of Departments and Line Managers of Associate Staff are responsible for safe working conditions, ensuring that:

- Risks are assessed and controlled for relevant activities, including completion of risk assessments.
- Safety Arrangements are fully applied at all times.
- Training needs within their areas are reviewed.

All Staff

All staff have responsibility for ensuring that they:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Are aware of relevant risk assessments and method statements, and fully apply the work instructions provided.
- Wear such appropriate Personal Protective Equipment (PPE) as may be required and ensure that this equipment is maintained in good condition e.g. goggles, gloves and footwear
- Fully cooperate with Hayes School and their line manager on all health and safety matters.



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- Are fully conversant with the contents of the safety arrangements within this document and that they take all necessary steps to ensure the contents are applied.
- Report any accidents or 'near misses' by e-mail to the Health & Safety Officer immediately.
- Report any defective plant or equipment by e-mail to the Health & Safety Officer immediately.
- Report any unsafe situation, risks or potential hazards to the Health & Safety Officer or a member of the Site Team immediately.
- Do not to interfere with, misuse or damage anything provided in the interests of safety.

SECTION B: Arrangements

Contents

- 1.** Accident Reporting
- 2.** Safe Systems of Work (risk assessments and method statements)
- 3.** Manual Handling
- 4.** Workplace Inspections / Checks
- 5.** First Aid
- 6.** Infectious diseases
- 7.** COSHH
- 8.** Training and Competence of Staff
- 9.** The Provision of Work Equipment
- 10.** Personal Protective Equipment – PPE
- 11.** Fire and Emergency
- 12.** Environmental
- 13.** Display Screen Equipment
- 14.** Vulnerable Groups
- 15.** Driving at Work and use of Vehicles
- 16.** Work at Height
- 17.** Control of Asbestos
- 18.** Drugs and Alcohol
- 19.** Lone Working
- 20.** Slips, Trips and Falls
- 21.** Stress in the Workplace
- 22.** Control of Contractors
- 23.** Communication and Cooperation
- 24.** Monitoring and Review of the Policy and Arrangements

1. Accident Reporting

Purpose of Procedure

Regulations governing the notification and recording of accidents are comprised within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These regulations require that certain prescribed events, injuries and diseases are formally reported.



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It is important to ensure that all staff are aware of the importance of reporting accidents and 'near misses'. This is vital as it may show trends in working practices that need to be revised to reduce the likelihood of similar incidents and accidents occurring in the future.

Procedure

All accidents, no matter how small, must be appropriately reported and entered in the accident book which is held by the Health & Safety Officer. Where necessary, treatment should be given by a suitably trained First Aider or Appointed Person and the emergency services alerted as appropriate.

Staff are required to complete an accident report form and pass it to the Health & Safety Officer. First aiders should complete a Medical Tracker form for any attended accidents. It is vital that 'Near miss' incidents are reported and acted upon as this may prevent similar events and accidents occurring in the future. 'Near miss' forms can be found on sharepoint or be obtained directly from the Health & Safety Officer

Where an accident results in someone being off work for more than seven consecutive days the HSE must be notified in writing within 15 days of the accident. The Health and Safety Officer will be responsible for overseeing this process.

In the event of an accident or incident occurring which is reportable under RIDDOR, or where there is a serious 'Near miss' an Accident Investigation Report form will be completed by the Health & Safety Officer within 10 days. All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Notwithstanding legal obligations, Hayes School views accident investigation as a valuable tool in the prevention of future accidents.

In the event of a reportable accident, insurers must also be notified immediately.

Following any RIDDOR Incident, the relevant Risk Assessment will be reviewed and amended as necessary, and working practices revised as required.

Related HSE information:

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

<http://www.hse.gov.uk/pubns/indg453.pdf>

2. Safe Systems of Work (risk assessments and method statements)

Purpose of Procedure

This section contains reference to Method Statements and Risk Assessments used to control the safety of all activities. It also refers to safe working practices and discipline.

Method Statements are intended to ensure that relevant staff understand the detailed nature of tasks, the safety considerations and the order in which the task is completed. Risk Assessments identify hazards and summarise measures to reduce and control risk.



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Procedure

The Health & Safety Officer is responsible for overseeing the risk assessment process, and where appropriate, the use of method statements. Method statements are primarily used by contractors.

The Health & Safety Officer is supported in this task by the Health and Safety Advisor. Contractors are required to provide evidence of their preparation of risk assessments and by method statements ('RAMS') as applicable.

The Health & Safety Officer delegates the responsibility for carrying out risk assessments to Hayes School personnel as appropriate. They will periodically review risk assessments with those to whom responsibility has been delegated.

Heads of Departments are responsible for ensuring that the contents of these documents are effectively communicated and understood by staff under their supervision.

All staff are required to read risk assessments thoroughly, understand / implement their contents and ask Heads of Departments any questions that may arise.

All risk assessments are reviewed periodically, after a reportable accident, or at the time of any changes for example in procedure, staff or equipment, or for any new work tasks.

All key staff are able to receive training in risk assessment, including 'Dynamic' risk assessment, delivered by Citation via the on-line training portal and this process should be applied as an integral part of all work tasks.

All staff should make themselves aware of the risk assessment process by following the link below.

Related HSE information: <http://www.hse.gov.uk/pubns/indg163.pdf>

3. Manual Handling

Purpose of Procedure

Serious, chronic injury can result if loads are not lifted correctly. The purpose of this procedure is to ensure that all people who are required to lift or move heavy objects receive training in manual handling techniques and follow manual handling risk assessments for key tasks.

Procedure

Hayes School endeavours to avoid the need for manual handling activities, so far as is reasonably practicable. Where this is not possible, a risk assessment of the operation will be made by a competent person, taking into account the task, the load, the work environment and the capability of the individual concerned. Hayes School will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable. Wherever possible, manual handling tasks will be facilitated by the use of mechanical aids.



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The basic principle of the Manual Handling Regulations is that the maximum that anyone should have to lift on their own is 25kg although this is only a recommendation as everyone has a different capacity and ability to lift.

Where manual handling cannot be avoided, training, guidance or instruction will be given to reduce the risk of injuries occurring.

Staff must always ask for assistance should any task be beyond their individual capability.

All staff should report any manual handling issues or concerns to their line manager.

All staff should make themselves aware of safe manual handling by following the link below.

Related HSE information: <http://www.hse.gov.uk/pubns/indg143.pdf>

4. Workplace Inspections/Checks

Purpose of Procedure

Regular systematic inspections / checks are important to assist with the control of safety and to ensure that relevant arrangements / procedures are being observed and are working effectively. Inspections also provide an opportunity to review the continuing effectiveness of this policy and to identify areas where revision may be necessary.

Procedure

Periodic checks are carried out variously by those holding key safety responsibilities, as delegated by the Health & Safety Officer, according to their area of jurisdiction. The frequency of these checks is specified within the compliance monitoring schedule. Additional, periodic checks will be carried out by the Health and Safety Advisor.

All such inspections will be suitably documented and a 'Non-compliance Report' raised as necessary. Corrective action will then follow as soon as possible following the check.

The person carrying out the inspection / check will initial the written checks and also has responsibility for ensuring that any corrective actions are addressed / closed out.

5. First Aid

Purpose of Procedure

To ensure appropriate first aid arrangements are in place in the event of personal injury.

Procedure

Specific arrangements for first aid cover will depend on the findings of the first aid risk assessment.



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Fully trained 'First Aiders' (three day course) are considered appropriate for higher risk environments, but one day 'Appointed Person' / 'Emergency First Aid at Work' training (single day course) is considered sufficient for lower risk environments.

No-one should give first aid treatment for which they have not been trained as this may cause additional injury to the patient.

Fully equipped, hygienically clean first aid boxes are located in specified areas according to local arrangements. They are clearly marked, easily accessible and contain the recommended quantities of sterile dressings. Some also contain asthma inhalers with disposable spacers. Student Reception, the 6th Form Office, Biology, Chemistry, PE, DT Office, Fitness suite and some individual kits also carry EpiPens.

First Aid boxes are located at the following locations:

Gadsden Student Reception
Pastoral Support Manager's office
Art office
Chemistry Department – Prep Room
Biology Department – Prep. Room
Physics Department – Prep Room
PE Department – Office x 4
Fitness Suite
DT Department – DT Office, BGC & BGE
Staff Room
Sixth Form Office – DGJ
SEN TAs x 3
M Block - Library
Site Staff – Cabin
Food Technology – CGZ
L Block – L1B
Wellbeing Hub H2
Training Room H4
Minibuses x 3

There is also a defibrillator in the Main Reception of Gadsden Building and outside the Fitness Suite (externally) available.

No medication administered / dispensed, i.e. no painkillers, tablets, ointments, creams or lotions are kept in first aid boxes.

Related HSE information: <http://www.hse.gov.uk/pubns/indg347.pdf>



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6. Infectious diseases (see also Control of Infections Policy)

The school will follow recommended exclusion periods outlined by Public Health England. We will notify all staff when there is an infection in school that may cause harm to an unborn child, such as German measles, chicken pox, shingles and slapped cheek disease (parvovirus B19).

The CCDC (Consultant in Communicable Disease Control) will be contacted (by phone initially) by the School when there is an outbreak of a serious infectious disease in the establishment. The level of reporting is when two or more individuals are reported with the same infectious disease. The CCDC will advise on all management aspects of the situation.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

7. The Control of Substances Hazardous to Health – COSHH

Purpose of Procedure

To ensure that any product used / stored on site that is classified under the COSHH Regulations, will be the subject of a COSHH risk assessment which is intended to minimise exposure to substances and to reduce / control risk. Hazardous substances are usually identified by 'orange square' safety warning labels. All hazardous products are to be kept in their original containers. If requested, suppliers have a legal duty to supply 'Material Safety Data Sheets' which contain details of the properties of the substance together with first aid measures that are relevant to the substance. (N.B. Data Sheets are not risk assessments.)

Procedure

The control of risks relating to hazardous substances is primarily the duty of Heads of Departments, although the Chef/Manager will be responsible for the kitchen area.

It is the responsibility of staff to handle, store, transport and dispose of each chemical as required by the manufacturer's safety advice and CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) guidelines.

Hayes School ensures that exposure to hazardous substances is appropriately controlled in all cases and that staff who may come into contact with hazardous substances are adequately competent and receive sufficient information on the health and safety issues relating to that type of work and the substances used.

Relevant staff are made aware of the correct disposal procedures for hazardous substances, how to use spill kits and how to contain any spillage of hazardous materials they may be using

Hazardous substances must only be stored in correctly marked, appropriately designed containers.



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PPE (Personal Protective Equipment) is used to control risks relevant to COSHH. All Staff must use PPE as directed by Heads of Departments or the Health and Safety Officer.

Related HSE information: <http://www.hse.gov.uk/pubns/indg136.pdf>

8. Training and Competence of Staff

Purpose of Procedure

To ensure that all staff are appropriately trained and competent.

Safety training is an indispensable part of an effective health and safety system. It is essential that all staff, where appropriate, are trained to perform tasks effectively and safely. All staff are trained in appropriate safe working practices during the induction process, via specific training programmes (e.g. food hygiene / first aid / manual handling / fire safety / risk assessment) and prior to being allocated any new role.

Procedure

Health and safety training is co-ordinated and supervised by the Health & Safety Officer. In conjunction with the Health and Safety Advisor, they will identify training needs. The Health & Safety Officer also arranges training provision following an assessment/identification of needs specific to role and/or the individual.

All new employees are provided with induction training, comprising safety issues and other matters specific to their employment.

Contracted out staff such as cleaners and catering staff will be provided with training by their employer with records available for inspection by the Health and Safety Officer.

Training, refresher training and 'Toolbox talks' are held as often as is deemed necessary and will also provide opportunities for staff to express any concerns they might have regarding safety.

The competency of all staff is constantly monitored by the Health & Safety Officer and by the Health and Safety Advisor.

All staff must apply the contents of training courses and programmes. Failure to do so is likely to result in disciplinary action.

A record of training is held by the Health and Safety Officer assisted by the Health and Safety Advisor. Records are kept on the Citation training platform.

9. The Provision and Use of Work Equipment

Purpose of Procedure

To ensure that all work equipment on site is safe to use and that it is used safely to prevent injury. All work equipment, plant and machinery is deemed to be covered by the Provision and



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Use of Work Equipment Regulations (PUWER). Serious injury can result from the use of equipment such as electric saws unless this procedure is carefully followed. Hayes School takes reasonable steps to ensure the safety of all Staff using work equipment, and others who may be affected by its use.

Procedure

Heads of Departments are primarily responsible for implementing this procedure.

All work equipment owned, procured, hired or used by Hayes School is subject to a programme of preventative inspection, servicing and maintenance. Heads of Departments and line managers, in liaison with equipment suppliers and manufacturers, ensure that all equipment used is safe and suitable for purpose.

Any newly purchased or hired equipment is visually checked by appropriate personnel before it is used. Where necessary the supplier will be instructed to provide additional training to ensure safe use. Heads of Departments and line managers will liaise with suppliers appropriately to ensure that any new or hired equipment is safe.

Portable electrical equipment that is subject to rigorous use, such as hand tools, is 'Portable Appliance Tested (PAT)' at intervals of 24 months. Equipment that is primarily static is usually tested at one/two yearly intervals, depending on its use.

Heads of Departments and line managers ensure that all staff are provided with sufficient information, instruction and training in order to allow them to use the equipment in a safe and efficient manner. Where necessary, additional safety training will be carried out. Work equipment must only be used by trained, authorised personnel. Disciplinary action is likely to result from improper or unauthorised use of work equipment.

It is the responsibility of all staff to visually check all items of equipment they use on a daily basis and to ensure that it is in a good and safe condition. Any tools or equipment which is in any way defective must be reported to your Head of Department or line manager whose duty it is to ensure that steps are taken to remove the equipment from use until corrective action is taken.

No equipment must be used without the manufacturer's recommended shields, guards or attachments. No guards must be removed or tampered with. Equipment must not be used for any purpose other than for which it is designed. Particular care must be taken when using mobile equipment, notably where gradients may give rise to the risk of overturning. All equipment must be properly and safely stored when not in use.

Approved Personal Protective Equipment (PPE) must be correctly worn when using work equipment and Staff must not wear clothing, jewellery or long hair in such a way as to pose a risk to their own or anyone else's safety.

Related HSE information: <http://www.hse.gov.uk/pubns/indg291.pdf>



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10. Personal Protective Equipment - PPE

Purpose of Procedure

To ensure the safe and consistent use of PPE.

Hayes School recognises the duties and obligations established by the Personal Protective Equipment Regulations and will provide Staff with personal protective equipment (PPE) where risk assessments identify such a need and where the risk presented by a work activity cannot be adequately controlled by other means.

Procedure

Heads of Department and line managers are primarily responsible for implementing this procedure.

PPE is issued to all Staff whose work activity requires them to take additional / appropriate precautions. PPE potentially comprises hard hats, protective footwear / clothing, high visibility coats / vests, goggles and suitable gloves. A combination of safe PPE must be used according to the precise nature of the task.

All Staff required to use PPE will be provided with adequate information and training regarding its use. PPE must be worn in accordance with the training and instruction received regarding its use and it must be maintained in good condition. Any loss or defect must be reported immediately to the Head of Department or line manager

Personnel appointed to carry out site safety inspections will ensure that suitable PPE is used in accordance with site rules and the contents of this policy.

Hayes School will ensure that appropriate responsibility is delegated to:

- Carry out an assessment of proposed PPE to determine the requirement for its use.
- Act on the findings of the risk assessment.
- Communicate the findings of the risk assessment to those at risk.
- Re-assess as necessary if substances used or work processes change.
- Ensure that PPE is compatible, well-fitting and effective in reducing risk.
- Provide appropriate storage facilities for PPE.
- Make suitable arrangements for maintaining PPE in good condition.
- Make suitable arrangements for training Staff in the safe use of PPE.
- Replace any PPE as necessary and at no cost to staff.

Related HSE information: <http://www.hse.gov.uk/pubns/indg174.pdf>



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11. Fire and Emergency

Purpose of Procedure

Fire is a very significant risk. This safety policy takes account of the need to ensure fire safety and ensure fire hazards are appropriately controlled in order to ensure safety. It also seeks to control risks of explosion e.g. where equipment is fuelled by petrol or other combustible fuels

Procedure

Hayes School takes steps to comply with the Regulatory Reform (Fire Safety) Order 2005 as necessary, including preparation of a fire Risk Assessment and Fire Safety Plan. These documents are held by the Health & Safety Officer and actioned under guidance by the Health and Safety Advisor.

The Fire Safety Plan comprises detailed arrangements for fire prevention (including servicing and maintenance of equipment), for safe emergency evacuation from the premises and for alerting fire rescue services.

Everyone has a general responsibility for fire safety, for ensuring self-awareness of fire precautions and emergency procedures including the location of the fire assembly point and for keeping emergency fire exit routes clear (both internal and external).

Staff must familiarise themselves with all fire and emergency procedures. They must also be aware of any hazards that may be present such as sources of ignition and the existence of flammable or highly flammable substances.

All staff have a duty to conduct their work tasks in such a way as to minimise the risk of fire. This includes keeping combustible, flammable and highly flammable materials separate from sources of ignition, avoiding unnecessary accumulation of combustible materials and not smoking or vaping on site.

Anyone discovering or even suspecting a fire must immediately sound the alarm by activating a Fire Alarm Call Point and if in any doubt simply shout 'Fire!' Any potential fire hazards such as faulty electric cables, congested fire exit routes or poor electrical connections should be reported to the Health & Safety Officer or the Site Team.

Fires should only be fought using a fire extinguisher if the user is trained in its use and if those concerned do not put themselves at risk.

Electrical equipment which does not require continuous operation should be disconnected from the power supply when not in use. Staff should never attempt to repair or interfere with electrical equipment or wiring themselves unless they are trained and competent.

Other critical incidents which may occur, including 'lockdown' will be managed by the Incident Management Team (convened by the Head of School /SLT) and with reference to the Business



Continuity Plan. Staff are required to familiarise themselves with this policy and to take necessary actions, as required.

N.B. See also Fire Evacuation Procedures (section 5 of the Staff Handbook) and Lockdown Policy

12. Environment

Purpose of Procedure

To maintain environmental protection and sustainability. Also to ensure that waste is recycled wherever possible and to ensure that hazardous substances do not contaminate groundwater. Finally to take steps to reduce the Hayes School carbon footprint as far as possible.

Procedure

Hayes School:

- Maintains awareness of all legislation, regulations and Codes of Practice regarding environmental matters that are relevant to its operations; makes best endeavours to ensure that its personnel are adequately instructed in the requirements of this legislation etc; and takes all other reasonable actions to ensure compliance.
- Takes all reasonable precautions, to avoid environmental damage, disruption or nuisance. It will at all times endeavour to keep all areas and any adjoining areas, clean and tidy and to avoid pollution of the air, ground or water by noise, fumes, dust, or the disposal of materials and substances.
- Wherever viable, uses materials and products from sustainable sources and that are reusable or capable of being recycled.
- Makes every effort to conserve the use of energy and, where viable, collects waste materials for recycling.
- Takes all measures to limit its carbon footprint as far as possible.

13. Display Screen Equipment

Purpose of Procedure

Staff members that are required to routinely use Display Screen Equipment (DSE) as a significant part of their normal work are subject to The Health and Safety (Display Screen Equipment) Regulations 1992. These regulations establish criteria for the selection, location and use of DSE in the workplace.

All reasonable steps are taken by Hayes School to comply with the regulations and secure the health and safety of employees who work at computer workstations.

Procedure

Hayes School defines those affected by the regulations as 'Users'. Users are those who use computer workstations continuously for periods of an hour or more.



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The HR Officer oversees the DSE (computer) workstation risk assessment process and ensures that all users have access to appropriate guidance and information.

All users are issued with appropriate guidance / training material. They will also be subject to a DSE (Display Screen Equipment) risk assessment. The assessment is reviewed whenever the organisation of the workstation is substantially modified.

Where necessary (particularly where risk assessment identifies particular risks) the HR Officer carries out reviews with users to ensure that work stations and seating are safe. They also ensure that all workstations comply with current legislation relating to screens, keyboards, desks, chairs and the work environment.

Users are entitled to eyesight tests to ensure their visual acuity is compatible with the requirements of DSE work and the costs of such tests are paid by Hayes School. If the examination reveals the need for corrective lenses, then Hayes School may contribute towards the cost of providing lenses and frames, for display screen work only.

Related HSE information: <http://www.hse.gov.uk/pubns/indg36.pdf>

14. Vulnerable Groups

Purpose of Procedure

To maintain the safety of vulnerable people in the workplace including young persons, those with disabilities or anyone with a known health problem.

The Management of Health and Safety Regulations require that: 'Every employer shall ensure that young persons are protected from any risk to their health and safety, which is a consequence of their lack of experience, or absence of existing or potential risks or the fact that young persons have not yet fully matured'. There is also a duty of care under the Child Protection Act to ensure the safety of young persons.

The Equality Act requires 'Reasonable Adjustments' to be made in the interests of those with disabilities to eliminate discrimination.

Procedure

If a young person is employed within any part of the business, or is present – for example – on work experience, an individual risk assessment will be carried out by the Health and Safety Officer in line with the duties they will be undertaking. Where the person is under the age of 17, this risk assessment must be agreed and signed by the parents/carers as consent for them to carry out such duties. Manual Handling assessments and training must be given where relevant to the role and nature of work. No person under the age of 18 is to operate any item of mechanical plant. All young persons must work under the close personal supervision of a Competent Person.



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Hayes School requires that all staff that may use potentially high risk equipment advise the Health & Safety Officer if they become aware of any change in their personal circumstances, which could result in them being at increased risk. This could include medical conditions such as heart disease or asthma, permanent or temporary disability, taking medication and pregnancy.

A risk assessment in respect of any person who may be considered particularly at risk by virtue of age, disability, poor health, or pregnancy will be carried out by the HR Officer. The results of the assessment will be communicated to relevant parties prior to work commencing. In particular the Health & Safety Officer must ensure that the findings of the risk assessment are implemented.

The Fire risk assessment / accompanying procedures and the Fire Plan include fire risk control measures in respect of visitors.

Related HSE information: <http://www.hse.gov.uk/pubns/indg364.pdf>

15. Driving at Work and Use of Vehicles

Purpose of Procedure

To maintain the safety of people driving 'At work'.

Driving a vehicle whilst at work (whether on the public highway or not) is considered to be in 'The workplace', therefore general principles of safety will apply. This does not include commuting (i.e. travelling to and from work), unless the employee is travelling from their home to a location which is not their usual place of work.

Procedure

All staff using vehicles during the course of their work must comply with this policy.

The Facilities Manager is responsible for ensuring that all School Minibuses are appropriately maintained, insured, and subject to a regime of preventative maintenance. Also for ensuring the competency of members of staff to drive and use the equipment.

Related HSE information: <http://www.hse.gov.uk/pubns/indg382.pdf>

16. Work at Height

Purpose of Procedure

To maintain the safety of Staff and others when working at height. A place is 'At height' if a person could potentially be injured falling from it even if it is at or below ground level. Serious injuries can and do result from falling from a very low height such as a chair.

The Work at Height Regulations 2005 require that:

- All work at height is properly planned and organised.
- Those involved in work at height are trained and competent.
- The work at height location is safe.



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- The risks from falling objects are properly assessed and controlled.

Procedure

In order to minimise the risk of falling, Staff should:

- Avoid working from height if possible. Always look for alternative ways to get the job done.
- Act on instructions given and do everything possible to prevent a fall.
- Consider all the risks in advance and ensure they read / understand the risk assessment.
- Ensure equipment is fit for purpose, i.e. ladders are serviceable, the rungs free from grease, mud etc.
- Give priority to collective protection measures (e.g. guard rails) over personal protection (e.g. Safety harnesses).
- Take into account working conditions, including weather and basic housekeeping.
- Think about the safety of everyone in the work area, e.g. ensure tools and other objects do not fall onto those below and cause injury.
- Wherever possible staff will not store items above head height.
- Not take risks.
- Never work at height alone, or without telling a colleague who can make regular checks.

In order to minimise the risk, the Facilities Manager will ensure that:

- All work at height (e.g. clearing gutters) is planned and implemented safely.
- A risk assessment is undertaken prior to commencement of any work at height.
- The risk assessment findings are communicated to those at risk.
- Work is carried out in accordance with the relevant risk assessment / method statement.
- All work is appropriately supervised.
- Access to any unusually hazardous work area is fully controlled and, if appropriate, that the task is the subject of a Permit To Work (PTW) system.
- The correct equipment needed to complete the job is specified and used, e.g. for any longer term work that a tower is used in preference to ladders / stepladders.
- Ladders / stepladders are fit for the task, regularly inspected and replaced as necessary.
- Those working at height are appropriately trained.
- All independent contractors are subject to these safety controls

Related HSE information:

<http://www.hse.gov.uk/pubns/indg401.pdf>

<https://www.hse.gov.uk/pubns/indg455.pdf>

17. Control of Asbestos

Purpose of Procedure

To ensure that risks associated with asbestos are fully controlled.

Asbestos may not present any undue risk unless it is disturbed, however it becomes extremely hazardous when in dust form as inhalation can have serious chronic health implications.



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Asbestos is normally only present in buildings and is commonly found in out-buildings such as shed roofs or electrical intake cupboards. It may also be kept in long term storage in unexpected locations.

Procedure

Hayes School will ensure an annual asbestos survey is undertaken by a competent and authorised person that will:

- Identify the presence of any asbestos, asbestos containing materials (ACMs), or locations in which asbestos may be located.
- Ensure that maintenance / other work being undertaken does not involve Staff being exposed to asbestos nor that work being undertaken risks disturbing any ACMs.

An Asbestos Management Plan provides advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with Hayes School. In the event that any asbestos is identified or suspected, the Health & Safety Officer must be advised immediately and work should not progress until the local work environment has been verified as safe by a competent person. This may involve referral to a specialist asbestos contractor.

The Facilities Manager will take steps to ensure that any visiting contractor is not exposed to asbestos, via the sign-in procedure, by making the findings of the above survey available for inspection at any time and by ensuring that any ACM or suspected ACMs are clearly identified by way of a warning sticker.

Related HSE information: <https://www.hse.gov.uk/asbestos/>

18. Drugs and Alcohol

Purpose of Procedure

There is a clear link between misuse of drugs or alcohol and reduced safety / efficiency. The purpose of this policy is therefore:

- To ensure that the use of drugs or alcohol by staff does not affect the health and safety of the individuals themselves, their fellow workers, students or others with whom they come into contact in the course of their work.
- To ensure that the use of drugs or alcohol by staff does not affect the safe and efficient operation of Hayes School.
- To set out rules on drugs, alcohol, and substance abuse.
- To ensure service users receive the service and quality they require.

It applies to all staff and will be strictly enforced.

Procedure

The contents of this policy are communicated to all staff before starting work for Hayes School.



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Hayes School's policy is that the working environment should be free from the influence of drugs or alcohol.

No member of staff shall:

- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All staff members must inform their Head of Department or line manager if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case Hayes School will seek medical advice as to the suitability of that person to carry out work tasks.

Any person suspected of having consumed alcohol or drugs may be required to submit to an alcohol and / or drugs test if required by Hayes School. They may also be required to remain on the premises until investigations are completed.

In order to commence work with a near zero alcohol level (and to comply with the requirements of this policy) it is strongly recommended that no member of staff should consume any alcohol 8 hours before starting work. For 16 hours prior to that time no more than 7 units of alcohol should be consumed.

If any member of staff is suspected of being under the influence of alcohol or drugs they will be suspended immediately (with pay) and escorted off Hayes School's premises. The disciplinary procedure will then be invoked.

Related HSE information: <https://www.hse.gov.uk/alcoholdrugs/>

19. Lone Working

Purpose of Procedure

To ensure the safety of staff working alone.

Lone workers are those who work alone at any time, without close or direct supervision. There are three fundamental concerns surrounding lone working:

- The risk of assault.
- The risk of the lone worker becoming suddenly and critically ill, possibly as a result of pre-existing conditions such as heart disease.
- The risk of an accident which may severely incapacitate the person concerned, who may in turn require immediate medical attention.

Procedure

It is Hayes School's policy to ensure:



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- That lone working only takes place as a last resort, i.e. when it is not reasonably practicable to have more than one person engaged in a particular task.
- Any staff working alone during the holiday periods to make use of a radio set to channel 3 for site.
- That there is a mutual appreciation of the risks of lone working.
- In situations where any work is particularly hazardous, a risk assessment is carried out and that lone working forms part of that risk assessment.
- If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
- That anyone who has a known, pre-existing medical condition does not work alone at any time, if the condition may raise relevant risk factors.
- No Staff member should go ahead with a job if they consider any aspect of it to be unsafe.
- That anyone who is lone working does so under a 'Buddy' system. That is to say that their 'Buddy' knows they are working alone, takes steps to maintain regular contact.
- Particular care should be exercised relating to Child Protection and Safeguarding procedures – please also refer to the School's Safeguarding Policy

Related HSE information: <http://www.hse.gov.uk/pubns/indg73.pdf>

20. Slips Trips & Falls

Purpose of Procedure

Slips, trips and falls are a very common cause of workplace injuries – accounting for some 30% of accidents. The nature of Hayes School's business is such that this aspect of safety management requires particular attention to ensure that such occurrences are minimised. Many related accidents and injuries are trivial, but equally serious injuries can result.

Procedure

Hayes School takes all necessary steps to ensure that the risks of slips, trips and falls are appropriately controlled by paying particular attention to the controls listed below.

The Site Team will ensure that:

- Where applicable barriers / cones etc. are deployed to segregate / draw attention to work areas.
- The deployment of such items does not cause additional trip hazards in their own right.
- Such items are not deployed near doors or in other areas where they may not be easily seen.
- Suitable signage is displayed offering appropriate hazard warning.
- Cleaning tasks are ideally completed at times when footfall is at its minimum / areas are closed.
- Where possible, people nearby are verbally warned that cleaning tasks are being conducted.
- Spillages etc. are cleaned up as soon as possible.
- Where possible cleaning techniques involve sweeping as opposed to the use of liquids.
- Walking surfaces are maintained in good condition.
- Where possible / practical, steps and variations in levels are appropriately / clearly identified.



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- Any areas / door thresholds etc. requiring repair are reported to the person responsible.
- Any worn floor coverings such as carpets that may represent trip hazards are reported for repair.
- There is no elevated risk that may impact on blind or partially sighted people.
- The relevant areas / premises are subject to a hazard checking routine.
- Where applicable suitable handrails are provided.
- No trace of chemical liquid is left on a floor surface following cleaning that could cause slips.
- Particularly shiny / polished floor surfaces are kept dust free – as dust can cause slips.
- Any floors made wet due to ingress of rainwater / snow / ice etc. are made safe.
- Any exterior walkways / paths etc. treated with grit in snowy / frozen conditions are treated thoroughly and re- treated as frequently as necessary to keep them clear.
- There are no trailing leads / cables across walkways and that equipment is disconnected from the electrical supply when not in use.

Related HSE information:

<http://www.hse.gov.uk/slips/http://www.hse.gov.uk/slips/preventing.htm>

21. Stress in the Workplace

Purpose of Procedure

Stress is a psychological state that affects everyone. It can be positive, but is normally associated with negative effects and consequences. It can be a serious condition and is known to inhibit the effectiveness of the body's auto-immune system.

The effects of stress in the workplace include disharmony amongst working colleagues, poor performance, general ill health and a lack of concentration which may in turn lead to accidents.

Symptoms of stress include irritability, depression, lethargy and a range of adverse health conditions.

Hayes School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing stress. It has adopted the Health and Safety Executive's definition of stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The aim of this section of our policy is to provide staff with some reassurance with regard to stress management.

Procedure

Hayes School Management operates an 'Open door' policy with regard to stress. In practice this means that anyone who is suffering from stress, or who thinks they may be particularly stressed should speak in confidence to their Head of Department, line manager, SLT Line manager or HR Officer. All such discussions will be given positive and sympathetic consideration.



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During these discussions, and their potential outcomes, Hayes School will give due consideration to the possible sources of any particular workplace 'Stressors' including the following HSE generated 'Management Standards':

- The particular demands of relevant work tasks.
- The amount of control that is exercised by the staff member concerned.
- What level of support is given to the staff member, including information, training and resources.
- The nature of relevant relationships amongst staff members and how these can be optimised.
- Individual roles and how job tasks are performed.
- Any changes in roles or job tasks that may need particular attention, or sensitive management.

Hayes School may refer any stress-related issues to their Occupational Health Advisor and a Stress Assessment may be carried out to consider whether the source of stress is workplace-related, primarily within the individual's private life, or a combination of these.

Hayes School will make every effort to resolve stress-related issues as described above and at its sole discretion will consider whether specialist counselling may be required and thus included in a specific strategy to alleviate stress impacting on a member of staff. The staff committee raises areas of concern around staff wellbeing and minutes are taken to SLT. All staff have access to an Employee Assistance Programme via our Occupational Health service.

Related HSE information: <http://www.hse.gov.uk/pubns/indg430.pdf>

22. Control of Contractors

Purpose of Procedure

To ensure that visiting contractors work safely, that they apply a duty of care for their own safety and that of others who may be affected by their acts or omissions.

Procedure

Steps are taken to ensure the competence of visiting contractors as follows:

- Before a contractor is appointed to undertake work at Hayes School, checks are made to ensure that the company applies appropriate safety precautions – e.g. in respect of training, method statements and risk assessments. Contractors must also have a health and safety policy and be covered by appropriate insurance. This process and all relevant documentation are reviewed by the Facilities Manager.
- When personnel from the relevant contractor visit Hayes School to carry out work tasks they must sign a Contractors Log as evidence that they understand – and will apply basic safety precautions during their work tasks.

Every effort will be made to ensure that visiting contractors work safely whilst on site and that they wear appropriate PPE at all times.



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It is the Facilities Manager's responsibility to oversee the above process and to refer to the Health and Safety Advisor for any advice.

23. Communication and Cooperation

Purpose of Procedure

Hayes School sees communication between staff at all levels as an essential part of effective health and safety management. The purpose of health and safety discussion is to allow information to be conveyed and exchanged, staff questions on health and safety issues to be addressed, suggestions to be considered and also to provide an opportunity to assess the continuing effectiveness of this policy.

Procedure

Safety meetings are convened at least termly. They are attended by the Head of School, Health & Safety Officer and staff representatives. (the Health and Safety Advisor may also be in attendance)

Safety meetings are used to:

- Ensure that all members of staff are familiar with the contents of this policy.
- Ensure an efficient exchange of vital safety messages.
- Ensure a high level of legal compliance.
- Maintain high standards of safety.
- Grow and maintain a positive health and safety 'Culture', especially in higher risk areas of the school.

All staff are expected to co-operate with Hayes School and those with safety responsibilities, also to accept their duties under this policy.

It is the Health & Safety Officer's responsibility to make the necessary arrangements to ensure that all staff understand safety messages / requirements and that information, instructions, training and signage is effectively communicated.

24. Monitoring and Review of the Policy and Arrangements

Purpose of Procedure

This is a live document and as such it requires regular review and updating for a number of reasons including changes in legislation, accidents, 'Near misses', staff feedback, current working practices and changes in personnel.

Procedure

The Health & Safety Officer in conjunction with the link governor and Health and Safety Advisor ensures that the policy and associated arrangements are reviewed annually.



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As part of the review, the Health & Safety Officer meets with the Health and Safety Advisor, to review health and safety performance, current working practices, and any new legislation that may affect the operations of Hayes School.

Upon completion of the review (and any accompanying audit) the consequent revisions will be passed onto staff via briefing sessions, link Governor for Health and Safety and Hayes School Governors.

25. Supporting Policies and Procedures

Educational Visits Policy
Supporting students with Medical Conditions
Child Protection and Safeguarding Policy
Lockdown Policy
Fire Evacuation Procedures
Major Incident and Business Continuity Plan
Asbestos Management Plan



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