Richard Lander School

Health & Safety Policy

Policy Effective From: September 2026

Responsibility: School Business Manager/Deputy Head/Head/Governing Body

Reviewed and monitored by: School Business Manager/Deputy Head/Head/Governing Body

Review Date: September 2027

Richard Lander School is committed to providing a safe environment for all students, teaching and non-teaching staff and others who legitimately visit or use its premises. This policy has regard to the DfE Guidance 2011 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies. The school seeks to comply with the Health and Safety at Work Act and all other legislation concerning health and safety. The school seeks to create a positive culture around Health and Safety where all members of staff and students assess risk to ensure a safe working environment where teaching and learning can take place. Therefore the school expects staff, students and visitors to have due regard for their own safety and the safety of others during the entire school day and at other times when school activities are taking place, including activities that take place off the school premises. Richard Lander School expects the highest professional standards of good practice from all its employees as well as the highest standards of responsible behaviour from its students and others who may from time to time visit its premises.

Richard Lander aims;

- To ensure the school is secure and safe
- To ensure that employees practise excellent standards in health and safety and are aware of the schools Health and Safety polices including : Fire, First Aid, Security
- To ensure where necessary activities are risk assessed
- Formal risk assessments will be developed on Assessnet (or equivalent software system) and circulated to all appropriate members of staff
- To ensure departments have a due regard for Health and Safety in their areas
- To ensure that staff are properly trained for their role and that training requirements are reviewed annually (where possible)
- To safeguard the welfare of students
- To ensure visitors to the school are safe and aware of procedures

The Health and Safety Policy is reviewed annually by the Headteacher and the Governing Body or as legislation changes or events require. It should be read in conjunction with:

- Fire Evacuation Policy
- Emergency Evacuation Policy
- Lockdown Procedure
- Supporting students with Medical Conditions

- Medical Support First Aid Policy
- Head Bump/Concussion Policy
- Behaviour and Discipline Policy

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them. All members of staff are asked to read and act within the terms of the Health and Safety Policy, failure to do so could be considered under the disciplinary policy.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues. The Safety Governor is **Mr Barry Hilton.**

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health and safety matters relating to the occupants of the school in accordance with the health and safety policy;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations; delegated to a senior member of staff where appropriate
- Chairing the school Health and Safety Committee delegated to the School Business Manager
- Ensuring that staff training needs are identified and provides resources to facilitate meeting these needs as appropriate;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

Matters relating to the Health and Safety of the building are the responsibility of Pyramid as the PFI Provider. The School Business Manager is responsible for liaising with the PFI Provider.

The School Business Manager is appointed with the authority of the Headteacher to request action from the PFI Provider where conditions are considered to be unsafe.

*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school these functions have been delegated to the School Business Manager.

Senior Management & Faculty/Department Heads

Senior Management staff and Faculty/Department Heads have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- In departments which have been identified as 'higher risk' such as DT Food, DT Technology, Science, Creative Arts, PE and the ARB, HOD are responsible for drawing up and reviewing departmental Health and Safety plans procedures regularly;
- In departments which have been identified as 'higher risk' such as DT Food, DT Technology, Science, Creative Arts, PE and the ARB, HOD are responsible for developing and reviewing Risk Assessments on all appropriate activies using Assessnet (or equivalent software package) and are responsible for circulating to all appropriate members of staff.
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Identifiying and arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Headteacher, the LA or Governors.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety, for instance supporting the school in its management of fire safety regulations.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a suitably qualified member of staff.

Procedure

The school expects staff, students and visitors to follow health and safety procedures and risk assessments. The following must be adhered to:

Risk Assessment

The school will carry out risk assessments for relevant activities using the Assessnet Risk Assessment Software. Mitie / School Business Manager are responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors. Copies of risk assessments for school activies are held on Assessnet and for building / premises related risks assessment developed by Mitie are available on Sharepoint.

Trips and Visits

All staff who intend to take a trip or visit out of school should liaise with the Deputy Head / SBM and Outdoor Education Coordinator and follow Richard Lander procedures for recording and risk assessing trips.

As part of the planning process for any trip, visit or activity off the school site, the leader of the trip is responsible for ensuring that the activity has been fully Risk Assessed and a formal risk assessment is on Assessnet. The risk assessment will be reviewed by the SBM / Deputy Head and OEC. All members of staff who attend / support the trip must read and comply with the Risk Assessments.

Internal Events

All internal school events which fall outside of the day-to-day functionality of the school should be risk assessed. The relevant forms and risk assessments should be seen by the Deputy Head Teacher and Outdoor Education Coordinator (if appropriate). Any staff running an event should liaise with the Deputy Head in the first instance.

The School Site

High Risk departments such as DT Food, DT Technology, PE, Science and the ARB have in place detailed local management arrangements and risk assessments which identify and address all possible hazards in their subject area. Teaching areas must be obviously safe. Specific departmental arrangements are in place for key departments i.e. locking of the Science classroom doors when a teacher is not present.

It is the responsibility of all members of staff, volunteers and visitors to report issues of health and safety. Staff must report this directly to the SBM. If there is imminent danger a member of SLT must be immediately informed. Visitors and students should inform a member of staff who must take appropriate action.

In the event of a major health and safety incident the School will follow Cornwall Council advice.

Head of Departments must liaise with the School Business Manager to ensure all electrical items in their department are tested in line with the 5th edition of the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (formerly PAT Testing) where necessary. HoDs should ensure that electrical items requiring testing are available. All staff will visually inspect electrical equipment before use for obvious defects and defective equipment will not be used and they will be reported to **Mitie**.

Line managers of support staff must risk assess the tasks carried out by their staff, where necessary to ensure those tasks are being carried out safely. The line manager must notify the School Business Manager of any health and safety training required.

If a personal item is required to be used in school for a one-off type event then permission must be sought from the School Business Manager and the equipment must have a current portable appliance certificate and be used with a residual current device.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Staff

The school practises safer recruitment.
Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where students could gain access to them.

Lone Working

Thie school site is managed by Mitie, so access to the working environment should normally be during core hours when a member of the site staff will be present. On the rare occasion that a member of staff is required to work in the school outside core hours or in situations or locations which are remote from other members of staff including employees working in the evenings, weekends or during the holiday in the school on their own, the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must have prior agreement / permission from the Deputy Head.

Training

Training in general health and safety including risk assessment and site safety is given to new staff where appropriate. Training needs are identified by the line manager / HOD.

Training in risk assessment for areas or department which have been identified as higher risk departments, including PE, DT Food, DT Technology, Creative Arts, Science and the ARB is given through CLEAPPS or facilitated by the HOD or SBM.

Dangerous Substances

These are risk assessed and kept in locked facilities. All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPPS Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file in individual departments.

Safe Working Procedures

The risk assessments will be used to develop safe working procedures for appropriate activities, such as step ladder safety, which must be followed by all staff. For activities relating to the building or premises, copies of safe working procedures are available **from Mitie.**

Personal protective equipment (PPE) must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or students.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

Mitie/Dept Heads will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice)

In addition, Mitie and Dept. Heads will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times).

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

All staff must ensure that they do not use any potentially hazardous substance with out first familiarising themselves with the requirements of the COSHH assessment.

COSHH Coordinator

Mitie and Dept Heads/ School Business Manager are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The Dept Heads/ School Business Manager are responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The Dept Heads/ School Business Manager are also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

Mitie are responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year. The school has arranged for these tests to be carried out by Mitie. All test certificates will be kept in the Caretakers' Office for the duration of the life of the appliance. Mitie is also responsible for liaising with Cornwall Council to arrange for a whole school fixed wiring inspection.

Violence

The School has a Mutual Respect and Violence at Work policy

Mitie/Deputy Head are responsible for ensuring:

- All staff are aware of the policy
- All staff are aware of the guidance for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

Team Teach / Use of restrictive physical interventions

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school appropriate members of staff are trained in team teach techniques. A specific policy, aimed at the control of students, has been adopted.

Arrangements for Supervision of Students

The school will be open from **8am** to **4pm** on weekdays during term times. Between 8am and 3pm supervision will be provided across the school site, and between 3pm and 4pm supervision will be provided in designated areas. Students will not be allowed on site outside these times unless attending supervised twilight activities.

Supervision Between 8am and 8.30am

The Extended Leadership Team and a complement of staff from Student Support will operate as a supervisory team with two key members having responsibility for specific days.The open nature of

the school lends itself to a wandering brief up until 8.15am when there are few students on the premises. Specific coverage of entries becomes necessary when the buses arrive.

Supervision at Break Time
Each Duty Team Leader leads a team of teaching staff that is distributed/directed to cover designated areas of the school on specific days.

Supervision at Lunch Time
A team of lunchtime supervisors supervise the dining hall and assists a team of support staff and ELT. Priority is given to key areas of activity. With many lunchtime extra curricular activities taking place each day it is the responsibility of the club team to supervise the activities and changing rooms.

Supervision of Students at the End of School
Teams of support staff supervise the students as they leave school and board buses. After this ten minute period all students left in the building are there under the supervision of the staff running clubs and activities. This also applies to twilight classes and community lets. The school expects community lets, which cater for students, to be staffed by personnel that have undergone successful DBS checks.

All of the activities listed above follow specified emergency evacuation procedures.

Areas to be Used by Students Outside of Lessons

Students are allowed in the corridors and classrooms other than Science, DT and ICT and Creative Arts plus the dining hall. Outside ball games are permitted on the tennis courts and MUGA (Summer Term) The rear courtyard is the only other outdoor area available to students. The geography of the newly planned and constructed site enables students to be kept away from vehicles and parking areas. Collection points and associated pick up points are clearly marked at the front of the premises.

School Security

Mitie is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. **Mitie** is also responsible for carrying out checks of the premises during the school holidays.

School Staff/Governors Responding To Call Outs

Staff nominated as out of hours contacts are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

Mitie / Headteacher / Deputy Head / School Business Manager are the school's nominated respresentatives who will respond in an out-of-hours call out. The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Those responsible for Call Out arrangements

a) Police Attendance –

b) Security Firm Personnel Attending –

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site. The Security firm charged with out of hours security is Kestral.

A copy of the procedures introduced to control these risks will be kept in caretakers' Office

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

Signed: Chair of Governors

Signed: Headteacher