



Glenthorne High School Health and Safety Policy

1. Introduction

Glenthorne High School is committed to providing a safe, secure and healthy environment for all members of the school community including pupils, staff, parents, visitors and contractors. Health and safety is a shared responsibility.

2. Our Commitment

In meeting the aims of the policy, the school will, as far as is reasonably practical:

- Provide and maintain a safe environment
- Ensure buildings, equipment and systems are safe
- Provide information, training and supervision as is necessary and relevant to promote the health and safety of its employees, pupils and visitors
- Carry out risk assessments and implement controls
- Promote a positive safety culture and keep the workplace in a condition that is safe and with minimal risk to health.
- Ensure safe access and exit to the school site
- Work with staff, pupils and parents to improve safety
- Ensure the Health and Safety policy is compliant with appropriate legislation.

3. Roles and Responsibilities

3.1 Trust Finance and General Purposes Committee

The Willow Learning Trust as the responsible body and employer has the ultimate responsibility for Health and Safety at the school.

- The Trust will put in place systems of oversight and assurance to ensure that Local Governing Bodies (LGBs) fulfil their health and safety responsibilities in line with statutory requirements and Trust policy.
- Building maintenance needs are identified and included in estate/repair plans.

3.2 Local Governing Body

The governing body has responsibility for health and safety matters in the school

The Governing Body will ensure the following:

- Day-to-day health & safety responsibility is delegated to the Headteacher
- Staff and pupils are protected from health & safety risks (on and off-site)
- Adequate health and safety training is provided

- Accessibility Plan
- Actions from health & safety audits are regularly monitored
- Annual health & safety audits are completed (with external verification)
- Appropriate risk assessment arrangements are in place across all areas, including trips, site, curriculum, and operations
- Approval of:
 - Educational Visits Policy and high-risk trip assessments
 - Lettings policy, charges, and monitoring of lettings activity
 - Health & Safety Policy (including critical incident and lockdown procedures)

3.3 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils considering the pupils age, ability and need.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the governing body and the Willow Learning Trust Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place, and regular fire drills are held. Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments (appendix A) are completed and reviewed.
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary liaise with the school's competent health and safety advisors.
- Set a good personal example.

In the headteacher's absence, the Deputy Head responsible for curriculum assumes the above day-to-day health and safety responsibilities.

3.4 Premises Manager and Deputy Premises Manager

The Premises Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of his activity. The Premises Manager must ensure he is familiar with the school's Health & Safety Policy and must:

- Report to the Headteacher (or delegated person), using the school's procedure, any defects/hazards that are brought to her notice.
- Ensure that everything received from suppliers (for caretaking use) such as machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use
- Ensure that staff under their control are adequately informed, instructed and trained in using all such items (as mentioned above) before actual use.
- Inform the Headteacher (or delegated person) whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
- Be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out and that he/she is aware of the HSE Guidelines regarding the control of Legionnaires Disease and the need to carry out a risk assessment of the premises.
- Ensure that all fire detection equipment is tested regularly.
- Ensure the prioritisation and timely completion of tickets raised via EVERY platform

3.5 Health and Safety Representative

The Health & Safety Representative will be encouraged by the Headteacher to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Health & Safety Representative on Health & Safety matters.

- They will be entitled to inspect the school.
- The time scales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Governing Body.
- The Health & Safety Representative will undertake a thorough annual inspection of all areas of the school in conjunction with the Health & Safety link governor.
- The Health & Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.
- The Health & Safety Representative will be an associate member of the Governing Body and report any issues raised.

3.6 All Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so and also ensure the pupils are supervised according to their specific needs. All staff

are responsible and accountable to the Headteacher for the implementation of the school Health & Safety Policy in the performance of their duties and must:

- Take reasonable care for the health & safety of themselves, colleagues and others; observe safety rules where applicable to them; and co-operate in measures designed to promote health & safety at work. Action in accordance with the staff disciplinary procedure may be taken against a member of staff who disregards safe working practice.
- Be familiar with the school's Health & Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their particular department.
- Conform to responsibilities laid down in their own departmental policy and safe working arrangements.
- Ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate.
- Report via the EVERY platform all problems, defects and hazards that come to their notice.
- Ensure supply teachers and other temporary staff are aware of the school Health & Safety Policy, and of any special arrangements, procedures, relating to their work area before commencing work.
- Attend/Complete relevant H&S related training.

All staff will be given access to the school's Health & Safety Policy and are required to make themselves familiar with all documents relating to Health & Safety in the school. They should pay particular attention to aspects of Health and Safety as they relate to their particular work activities.

Copies of the school Health & Safety Policy will be available at all times on sharepoint and the school website.

3.7 Pupils

The duties of pupils are to:

- Follow the guidance and procedures, such as fire evacuation procedures and the School's Code of Conduct, explained to them by staff;
- Not behave in a way which would put themselves or others in danger;
- Not interfere with, or misuse, any safety or fire equipment;
- Raise any health and safety concerns with staff and report all accidents.

3.8 Volunteers

Volunteers are given the same protection as staff. Their duties are to:

- Follow the guidance and procedures, such as fire evacuation procedures and safeguarding, explained to them by staff;
- Not act in a way which would put themselves or others in danger;
- Raise any health and safety concerns with staff and report all accidents.

3.9 Visitors

Visitors are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when pupils are on site, without suitable safeguards in place.

3.10 Contractors

The school is aware that it can delegate its responsibilities to contractors, but cannot remove its accountability; therefore, only competent contractors will be used in line with the school's policy.

The school takes into account the health and safety record of contractors as part of the selection decision. Health and safety practice of contractors is monitored and action taken where required.

For larger projects, a pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, pupils and others. This may include the need for segregating parts of the school. In this event, the fire procedures will be reviewed. There will be regular meetings held between contractors and the HSL and/or Premises Manager to review the standard of health and safety onsite. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Premises Manager of any risks that may affect the school staff, pupils and visitors. Contractors who are carrying out invasive work in areas are always given the Asbestos Register to read before starting any work on the premises that may damage or disturb asbestos and suspected asbestos containing materials.

4. Key Health and Safety Arrangements.

4.1 Site Security

There are security gates to the main pedestrian entrance, car park entrance, A217 pedestrian gates, Muga and basketball courts. Authorised users are able to open the automated gates at specific times. All other visitors are required to request entry via an intercom and then report to reception. Visitors are required to sign in, read the briefing notes, and wear a visitor's badge and lanyard which depicts whether or not they have a DBS.

The site team is responsible for unlocking and locking the site. Regular checks of the school perimeter are undertaken.

Staff and pupils are asked to report any strangers onsite not suitably identifiable by a badge and lanyard.

An outside company are responsible for the security of the school site in and out of school hours. In the event of an out of hours call out, the onsite Premises Manager will complete a visual inspection of the site. FAFS are responsible for the fire alarm system.

The Premises Manager is key holder and will respond to an emergency. Keyholders are reminded not to put themselves in danger unless person safety is at risk.

4.2. Fire Safety and evacuation of premises

An up-to-date fire risk assessment will be kept in the “grab bag” in reception. The fire risk assessment is reviewed annually, and action plans for improvement will be completed in a timely fashion.

All alarm tests, maintenance, and fire drills are carried out and recorded. Competent contractors are used to inspect and maintain fire-related equipment and systems.

Fire Procedures are reviewed at least annually and are circulated to all staff members and other users of the school site on a regular basis. New members of staff are instructed in the fire procedure and their responsibilities on commencement of employment. Regular reminders are provided to all staff. Fire evacuation drills are carried out regularly. Trained fire wardens ensure safe exit during fire alarms. A member of the Senior Leadership Team will act as the main point of contact to receive information about building sweeps and registering of pupils, whilst the Premises Manager will keep the Fire Brigade up to date with the evacuation of the buildings.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Evacuation procedures in case of a gas leak or bomb threat are detailed in the Emergency Planning document

4.3 Critical Incidents

The school has a set of procedures for critical incidents and lockdown as set out in its Major Incident & Emergency Plan; a copy is kept in the ‘grab bag’ in reception.

4.4 First Aid - AED

The school has two AEDs. They are located:

- outside the finance office in DH
- Inside the ASD Base

The Primary First Aider carries out regular checks (and after use) to ensure the AEDs are in place and usable. AEDs are designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED.

4.5 First Aid - General

There is a primary (and secondary) first aider on duty between 8.15am and 3.45pm every school day. There are a number of other members of staff who have full First Aid at Work training, and this includes those working in higher risk areas such as PE staff, D&T staff, and science technicians. There are also a number of staff members who have Emergency First Aid at Work training enabling them to have the confidence to take charge in an emergency first aid situation. In addition, there are first aid boxes located in various places around the school premises. The contents of the first aid boxes are maintained by the Primary First

Aider. First aid is considered for activities being carried out by staff and pupils, including for off-site visits.

4.6 Accidents, Incidents, Violence, Near Miss reporting

The school investigates and records all accidents, incidents and near misses as appropriate, using an online accident reporting system within the required timescales. Where a serious accident or incident happens, the school will inform its competent health and safety adviser for support and guidance. Accidents should be reported using the accident reporting form (appendix B). Records of accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection / safeguarding and SEN). Report forms will be destroyed after these timescales.

The relevant member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given as soon as possible on the same day. All head injuries will be reported to the parents and given advice regarding monitoring their children and to review the NHS guidance at <http://nhs.uk/conditions/head-injury-and-concussion> as well as information via a 'Head Bump' letter.

4.7 Medication

The school has a Supporting Pupils with Medical Conditions policy document. A Health Care Plan is completed for children with a health issue, and any medication administered to children is covered in that policy and procedure. The school requires parents to complete an Agreement for School to Administer Medication form before any staff member can assist or supervise a pupil when taking medications, unless in an emergency. The school will ensure that actions within the allergen policy are applied for pupils with diagnosed allergies.

4.8 Infection Prevention

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, where applicable and where required due to pandemics further information will be provided.

4.9 Legionella

There is a Legionella Risk Assessment in place at the school. The assessment is carried out by a specialist water management company. Regular water testing is undertaken and records are kept.

4.10 Asbestos

The most recent Asbestos Management survey was carried out in 2022. The school has an Asbestos Management Plan in place that summarises how asbestos is managed across the school. The Premises Manager is the Asbestos Duty Holder and, with the necessary training, is responsible for maintaining the Asbestos Register and the Asbestos Management Plan and for carrying out the annual Asbestos Duty Holder checks of accessible Asbestos containing materials. The Premises Manager is responsible for ensuring the School's

Asbestos Register is provided to all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos containing materials. Staff are informed not to attempt any work that could potentially disturb asbestos and are informed where to access the Asbestos Management Plan and Asbestos Register.

4.11 Equipment and Facilities

All equipment and apparatus will be suitably installed, inspected, and maintained. Staff members will check equipment before use, and any faults will be reported via Every. A gas safety inspection is completed on an annual basis by a Gas Safe Registered engineer in relation to relevant equipment. Pupils will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used. Known faulty equipment will not be used, even for short durations. .

4.12 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Premises Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Staff and students using equipment are encouraged to carry out visual checks to ensure they are safe. If any issues are found, the equipment is not used until checked, repaired, or replaced.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation, and disconnection of work associated with permanently installed or portable electrical equipment is only carried out by a competent and qualified person.

4.13 Lifting Equipment

The equipment lift in science, passenger lifts and lighting rigs receive the required regular inspection and maintenance visits by competent contractors. Arrangements are in place to ensure that findings from inspections and necessary recommendations are completed.

4.14 Chemicals, Radioactive Materials and Harmful Substance

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Where required, the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

As a secondary school, the curriculum includes the use of radioactive materials in science classes. The school has a suitably trained Radiation Protection Supervisor onsite. Action HR Health and Safety Team provide a Radiation Protection Officer and CLEAPSS provides additional advice as the Radiation Protection Advisor.

4.15 Vehicles

The school has two minibuses. They are maintained and checked regularly. A list of authorised drivers is maintained and drivers must produce their driving licence on an annual basis in order to stay on the list. Full details of the conditions on becoming an authorised driver and the safety checks performed on the vehicles are contained in the Minibus Policy, Procedures and Risk Assessment document.

4.16 Educational Visits

All off-site visits and activities must be run in accordance with the School Visits Policy and Procedures. The school has an Educational Visit Coordinator who will provide guidance on school visits and trips. The school has access to a trained, independent Outdoor Education Visit Officer (currently Mick Bradshaw) and has a robust procedure to manage visits.

Working Safely

5.1 Violence/ Aggression Against Staff

The school will not tolerate violent or threatening behavior towards staff. The school has a legal obligation to ensure that staff can work free from violence or aggression. All staff will report any incidents of aggression or violence or near misses directly to the line manager or head teacher. The school has the legal right to ban people from the premises, which is enforceable by the police.

5.2. Manual Handling

Where required a risk assessment will be completed.

It is up to individuals to determine whether they are fit to lift or move loads and how much they can lift/move. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Where required, the school will use an external moving contractor.

Staff and pupils are expected to use the following basic manual handling procedure and where required complete a manual handling risk assessment first:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

5.3 Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate. Suitable working at height procedures are in place and suitable training is provided where relevant. Staff are reminded that 'working at height' applies to all activities that cannot be undertaken whilst standing on the floor. Staff are instructed that a step stool or small step ladder must be used to hang decorations or displays. Standing on desks, chairs or other furniture is not permitted. Working at height when alone is not allowed.

5.4 Working Alone

Where required a risk assessment will be completed.

Lone working includes any work where immediate support cannot be given and may include:

- Home or site visits
- Weekend working
- Premises Manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

5.5 New expectant Mother

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Where there is reported case of an infectious disease that may

impact a pregnancy, the school will notify the expectant mother immediately and take any required actions to ensure their safety.

5.6 Workplace Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads and staff can be referred to the Occupational Health Service as necessary. Staff also have access to an Employee Assistance Programme via the school's insurers this is called Workplace Options an anonymous and impartial service. This service can provide advice regarding mental wellbeing, financial and caring issues. Contact:

5.7 Smoking and Vaping

Smoking, vaping and the use of E-cigarettes are not permitted anywhere on school premises. Staff are not permitted to smoke in any school vehicle.

6.0 Links with other policies

This health and safety policy links to the following policies:

- Child Protection and Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- First aid Policy
- Risk assessment Templates
- Accessibility plan
- Educational Visits Policy
- Allergies Policy
- Emergency Planning Policy

Appendix A – Risk Assessment Templates

Appendix B – Accident Reporting form

Appendix C – Health and Safety at work: Key Staff

Headteacher	Sarah Peacock
Governor responsible for Health and Safety	Clare Toogood

Health and Safety Lead	Mary Dale 0208 644 6307
Premises Manager	John Culley 0208 644 6307
Action HR Health and Safety Officer	David Charles 02087705023