

**CITY OF ROCHESTER SCHOOL**  
**HEALTH AND SAFETY POLICY**  
**RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES**

*This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publicly available on the school website*

It is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the proprietor and volunteers working in the school.

**Availability:** The Policy will be publicly available on the school website when it is established and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. All new employees and volunteers are required to state that they have read and understood this policy and its procedural documents and confirm this by signing the *Policies Register*.

**Legal Status** - being prepared with regard to the:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards) (England)(Amendment) Regulations currently in force.
- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)

The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities

- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)  
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Trustees undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged.
- The Trust employs an external provider to undertake an audit on health and safety annually.

Signed:

Date Reviewed: September 2020

Date of Next Review: July 2021

Version No. 2

Policy No 17(a):001

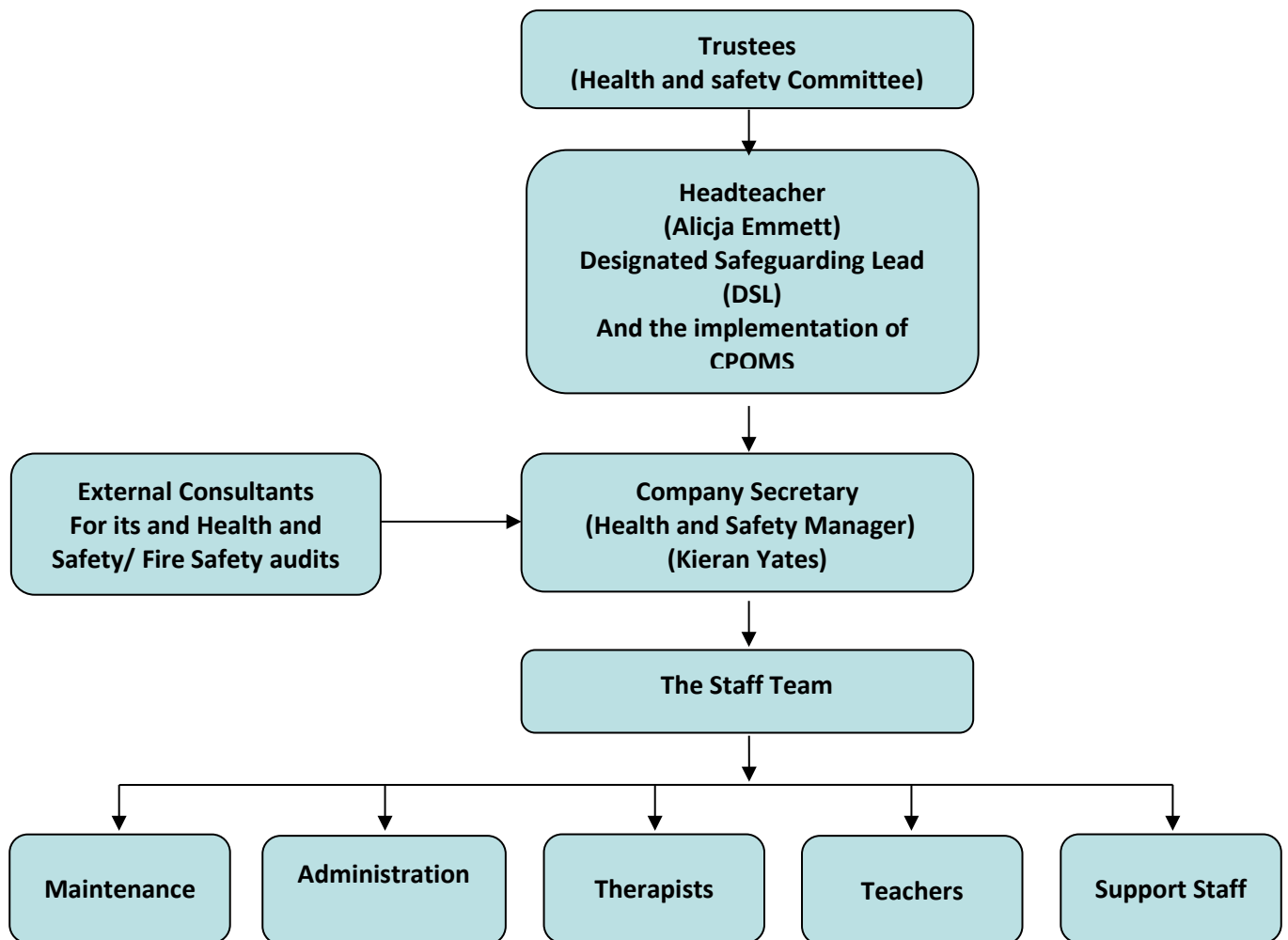


Alicja Emmett  
Headteacher



Claire Cooper  
Chair of Trustees and Safeguarding Trustee

This policy was last reviewed agreed by the trustees in September 2020 and will next be reviewed no later than July 2021 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



**Introduction:** The overall and final responsibility for Health and Safety is that of the Trustees. The day to day responsibility for ensuring this and other health and safety related matters are put into practice is designated to the Company Secretary who is the Health and Safety Manager (HSM), supported by the Deputy Headteacher. The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Child Protection policy and procedures. The HSM is also responsible for ensuring that both the *Health and Safety Organisational Chart* and the *Health and Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the staff room.

City of Rochester School is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfE Guidance 2014 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the Proprietor to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work Act 1974:

- the employer (Proprietor) is responsible for Health and Safety, although tasks may be delegated to staff;
- employees also have the duty to look after their own and others Health and Safety.

Therefore, the employers, school staff and others' also have a duty under common law to take care of students in the same way that a prudent parent would. The Proprietor is committed to the continuous improvement of Health and Safety management in all activities. The City of Rochester School policy is achieved by establishing an effective Health and Safety management system within the school. This involves implementing arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions

differ from those reporting lines that apply to any other issues and concerns, an example of which are the Safeguarding Policy and Procedures. On matters of Health and Safety the Company Secretary reports to the Proprietor.

Guidance entitled 'Successful Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety and measure its performance along with other business activities. The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- **Plan** – We develop an approach that sets objectives and measures those objectives on a regular basis.
- **Do** – We have management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.
- **Check** – We have monitoring and reporting arrangements and check our risk assessments.
- **Act** – We have an annual external Health and Safety audit which includes whether we are effectively managing risk and protecting people.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties. The Trustees have in place, with updates as required:

#### **Responsibilities, Arrangements, Powers and Procedures**

**Management for Monitoring Health and Safety:** The Health and Safety at Work Act of 1974 places responsibilities on all our staff. The HSM is designated to carry out the management of Health and Safety on a regular basis in conjunction with the Head Teacher and Site Manager. Matters arising regarding Health and Safety should be reported, in writing, via the Every property maintenance portal. There is a health and safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards.

#### **General Statement of Health and Safety Policy**

- The aim of the Trustees is to provide a safe and healthy working and learning environment for staff, students and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.
- The Trustees note the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Trustees accept that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- The arrangements outlined in this policy statement and the various other safety provisions made by the Trustees cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Trustees will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- It is the Trustees policy to encourage employees, students, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

- The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. However, in some circumstances, for example where an employee failed to take notice of the Trustees policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

**Employer Duties:** The Trustees are responsible for monitoring compliance with statutory requirements. The Trustees, in consultation with the Headteacher, have a duty to:

- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a healthy and safe environment for children to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care, including compliance with the Safeguarding Children Board locally agreed inter-agency procedures;
- comply with Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2010, including any further amendments as they are published, along with the Regulatory Requirements 2010 Part 3(3)(7) of the Education (Independent School Standards) (England) Regulations 2010;
- identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimize cases of injury and work-related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their health and safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all our staff in the health and safety issues that affect children;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures;
- adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school; and
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

The Policy is achieved by the establishment of an effective health and safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Where the Trustees delegate responsibility for carrying out a health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

Trustees are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors to any of the Trustee's owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Headteacher undertakes, on behalf of the Trustees, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

**Headteacher Duties:** Our School ensures arrangements are made to safeguard and promote the welfare of students at the school and implement any guidance issued by the Secretary of State. The Headteacher takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for students' care in the event of sickness, accident or injury are implemented and how our students are supervised during school hours; the effectiveness of the school's monitoring and recording systems for students' attendance and punctuality
- how well the school reviews admission arrangements and adjusts ensure the accessibility of the school's premises and curriculum for all students;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;

**Employee duties:** The Health and Safety at Work etc Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of themselves and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on the employees or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'
- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'

**Responsibilities/Duties of All Staff:** The Health and Safety at Work Act 1974 requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with their employers on health and safety matters;
- Do their work in accordance with training and instructions;
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of students. The Act also states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of ..... health, safety and welfare in pursuance of any of the relevant statutory provisions.'*

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Trustee's;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in health and safety training as required;
- Inform the Head Teacher if there is any reason, they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt, they must seek further advice;

- take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;
- know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- report any defects that they observe in the premises, plant, equipment and facilities and act to ensure no one is put at risk;
- report all incidents, accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events in the Incident and Accident Report form;
- promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of students, as they have a duty to under common law;

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

*Working Together to Safeguard Children* (HM Gov: March 2015), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, 2016). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

**Safeguarding - Child Protection:** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Headteacher about their concerns. The Deputy Headteacher is the school's Designated Safeguarding/Child Protection Officer (DSO) for all children. It is the Trustees policy for the school to comply with the Medway and Kent Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures in order to ensure that there is no evidence of offences involving children or abuse.

**Supervision of students:** In addition to this being built in to the day to day working practices at City of Rochester School we also have risk assessments which clearly state the schools' approach. We make professional judgments, taking into the consideration the age of the students and activities in which they are engaged. All staff to student ratios is clearly displayed on all risk assessments regarding the necessary ratio for that area, activity or outing.

**Consultation arrangements with employees:** There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards.

**E-safety and Emerging Technologies:** Please refer to our E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). Parents are asked to sign authorisation for their child to use the Internet. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

#### **Arrangements for the Comfort of Children and Staff**

- Safe, adjustable heating systems keep the premises warm.

- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted so that children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation
- Fresh drinking water is always available. All accessible water supplies are safe to drink.

**Arrangements for Hygiene:** The following arrangements are specifically put in place to minimise the likelihood of any staff or students picking up undesirable diseases, ailments or other health problems. We teach our students about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by students. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary disposal units are placed in girls and staff toilets.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All students' food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- All pets and animals are strictly forbidden inside the premises without prior consent from the headteacher. Family pets, dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

#### **Risk Assessment**

- Health and safety law often refer to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Head Teacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel and at least annually.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Trustees who will prioritise issues and assign resources to undertake remedial/control measures where required.

**Training of Staff in health and safety, including risk assessment:** We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures. We provide staff with training in health and safety including how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety.

- This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.
- Staff training is a set agenda item for the health and safety committee.

#### **All students are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of City of Rochester School and, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Recording and Reporting accidents to staff, students and visitors:** The HSM ensures that City of Rochester School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which City of Rochester School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven-day injuries;
- An accident causing injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

**The Curriculum:** We teach the students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Although the emphasis is within Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship, our approach is cross-curricular; Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Each class can discuss problems or issues of concern with their teacher, who also use Reflection time to help children discuss and overcome any fears and worries that they may have.

**First Aid, Medication and supporting Medical Needs:** Please refer to the school's separate First Aid Policy. City of Rochester School has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified 'First Aider' person on site when students are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for students with medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures and Body Fluid kits for dealing with spillage of body fluids and
- guidance on when to call an ambulance;

At City of Rochester School:

- a First Aid Box is held in designated rooms (See First Aid Policy). Portable First Aid Kits are kept in the Outings Bag and are available from Reception for off site visits and where needed;
- A large number of staff are qualified First Aiders
- the incident and accident book and report form for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- a written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and
- the arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader and supervising staff.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Head Teacher is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

**Occupational Health Services and Managing Work-Related Stress:** As a good employer we take our duties and responsibilities regarding the welfare of both staff and students very seriously. The school has access to occupational health services including specialist medical services if so required and has the appropriate policies and procedures and working practices in place. The school has signed up to an EAP (employee assistance program)

**Arrangements for Activities including off-site Visits, Including Residential Visits and School-Led Adventure Activities:** The School has an Educational Visits Co-ordinator along with policies and procedures for Educational Visits and Off-Site Activities.



These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The school also has access to professional advice and detailed documentation in this area of the curriculum. With reference to our off-site activities we always ensure:

- adequate numbers staffing ratios at all times.
- that adults accompanying residential trips have an enhanced DBS certificate.
- parents are always informed of all forthcoming plans for events on our premises.
- always insist that parents sign consent forms whenever we plan to take the students away from the premises for an outing somewhere, no matter where.
- our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- all staff undertaking school trips make the appropriate risk assessment prior to the visit.
- that we have means of communication with parents during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- that any drivers of coaches etc. that are required to transport the students on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

**Transport:** Mini-buses are operated in accordance with the requirements of the DVLA and the local authority

**Drivers:** Those authorised to drive any students in the party should:

- be at least of the minimum age required by the local authority and its outdoor education adviser in relation to each vehicle (and under 71);
- have a minimum of two years' driving experience;
- have acquired some experience in handling the size or type of vehicle that will be used and where possible is MIDAS trained;
- hold a current driving licence valid in the country of use and never have been disqualified.

Each driver must be personally satisfied that the:

- driver is covered by insurance in respect of liability to passengers and others;
- driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health and the driver carries evidence of insurance.
- vehicle is roadworthy;
- driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle

**Behaviour of any person (including a parent) on the school premises:** Our School's positive behaviour management including, discipline, sanctions and exclusion policy refers to the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour, including physical, verbal and any that causes apprehension in a person that you mean them harm, will be reported to the police.

**Theft or other criminal acts:** The Headteacher will investigate any incidents of theft involving students. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book

**Violence towards Staff:** If there are any concerns about the behaviours of visitors, they are required to leave the premises. With reference to students, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. Refer to the Team Teach Positive Behaviour Management Policy. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

**Manual Handling:** We have in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

**Slips and Trips:** All injuries, accidents, and dangerous occurrences will be recorded. Records are stored for at least three years or if the person injured is a minor until they are eighteen years of age.

**Non-Smoking:** Our school in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

**Dealing with Health and Safety Emergencies: Procedures and Contacts:** The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around City of Rochester School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The Head Teacher has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headteacher which are specified in the daily routines.

**Restraint:** All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our school do not, hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used, and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable (Refer to the Team Teach Positive Behaviour Management Policy).

**Arrangements for the Safety and Security of Equipment:** The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Regular visible checks are made on the integrity of all sports/game's equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

**Management of Asbestos:** An Asbestos survey was undertaken at the time that the premises were converted to school use. Identified asbestos was removed in May 2019.

**Control of Substances Hazardous to Health:** The implications to COSHH applied at City of Rochester School where both records and working practices reflect the seriousness in which City of Rochester School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

**Working at Height:** Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager. We have produced a separate document which relates to staff working at height in our school. For more information, please refer to 'Working at Height' in our Health and Safety Manual.

**School Security:** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, to produce two forms of identity (one photographic) and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher or Deputy will direct any intruder that they must leave the school site straight away. If this does not occur the Headteacher will contact the police immediately.

**Selecting and Managing Contractors:** When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Trustees, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher. The Trustees note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Trustees or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Trustees will take such actions as are necessary to prevent persons in their care from a risk or injury. The Trustees will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for the selection, appointment and monitoring of contractors working within the school premises require them to take into account:

- The Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- The delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

**Lettings and Hirers:** The Headteacher is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Headteacher is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on) and adhere to the capacity figures detailed on any lettings documentation.

Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.), adhere to the capacity figures detailed on any lettings documentation.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the ‘employ’ of the Trustees, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Trustees and that they do not, without the prior consent of the Trustees: Introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises

## Fire Safety

In Accordance with the 'Fire Safety Order' (2005) City of Rochester School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Trustees complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

## Risk Assessments:

- The following list of Risk assessments are undertaken annually or sooner as required:
- Asbestos management
- Bomb alerts
- Control of substances hazardous to health (COSHH)
- Display screen equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire warden
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height
- Prevent
- Gardening
- Physical Education (PE)
- Science
- DT/Art
- Work Experience
- Educational Visits

**Further Information:** With reference to the following statements, City of Rochester School has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning: Anti-bullying, Behaviour management, Employment, Fire safety policy and audit and role of fire marshals, first aid and the administration of medicines, Risk assessment, Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)