



# Fulston Manor School

## Health & Safety Policy and Procedures

**Version (Date):**

**June 2023**

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**June 2024**

**Member of Staff Responsible:**

**Mrs S Francis  
Trust HR & Business  
Director**

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# SECTION A – STATEMENT OF INTENT

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## General Statement of Intent

The Head of School and Governors of Fulston Manor School declare their commitment to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for their employees and to ensure that their work does not adversely affect the health and safety of others. This is in accordance with the Health & Safety at Work Act 1974.

This commitment extends to providing adequate resources and training to implement this Policy.

Fulston Manor School's objectives with regard to Health and Safety are to ensure compliance with statutory regulations, ensuring the safety of all students, staff and visitors to the premises. In this regard the school will ensure that all necessary training is undertaken, including but not limited to COSHH, manual handling, working at height and Fire Warden training. Where feasible the induction process of employees will encompass the majority of these points and where further training is required it will be provided.

**The Head of School and Governors accept that they have responsibilities for the health and safety of all employees, students, contractors and visitors on any of the School premises and whilst engaged in offsite activities.**

The Governors will regularly review this Policy and will ensure amendment in circumstances of changed conditions at the School and new or changed legislation.

Details regarding the organisation and arrangements for the implementation of this Policy as well as the monitoring and review arrangements are contained in the Health & Safety Procedures document.

Copies of this policy will be brought to staff's attention annually.

Signed: .....

**CHAIR OF GOVERNORS**

Date: .....

Signed: .....

**HEAD OF SCHOOL**

Date: .....

# SECTION B - ORGANISATION

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## **B1. SCHOOL RESPONSIBILITIES**

The overall responsibility at Fulston Manor School for health and safety at work is that of the Governors, delegated to the Head of School.

Nominated managers/assessors will be responsible for day to day health and safety matters.

Health & Safety is reported to the Finance & Premises committee which is a subcommittee of the Full Governing Body.

## **B2. HEAD OF SCHOOL RESPONSIBILITY**

1. Ensuring that the school has a Health and Safety Policy Statement;
2. Reviewing it at least once a year; or sooner if a significant change in regulations or best practice renders the policy unfit for purpose,
3. Including issues in the School Improvement Plan, if necessary;
4. Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
5. Ensuring that all staff, students, parents and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Head of School nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
6. Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
7. Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and should be reviewed annually);
8. Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
9. Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
10. Ensuring that emergency evacuation procedures are in place;
11. Ensuring that the requirements of the Health & Safety Executive (HSE), Fire Authority and Environmental Health Officers are properly addressed, and
12. Ensuring that adequate first aid provision is made.

## SECTION B – ORGANISATION (CONTINUED)

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### **B3. ALL ACCIDENTS MUST BE REPORTED**

All accidents must be reported to the Trust Facilities Manager acting as Health & Safety Manager who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence.

### **B4. STAFF RESPONSIBILITIES**

All employees and contractors have the responsibility to co-operate with management, or the Site Manager in their absence, to achieve a healthy and safe workplace and can approach the Headteacher and Health & Safety Manager on any aspect of health and/or safety and to take reasonable care of themselves and others. They also have a duty in law under the Management of Health & safety regulations 1999 to report any shortcomings in the employer's health & safety arrangements for the protection of people at work and who may be affected by them. They also have a duty to report any health & safety hazards which they are not able to rectify.

### **B5. SCHOOL GOVERNORS**

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health & safety within the school. This includes a requirement under Section 4 of the Health & Safety at work etc., Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school.

### **B6. STAFF AUTHORISED TO UNDERTAKE SPECIFIC ACTIVITIES**

The Trust Facilities Manager is responsible to the Trust HR & Business Director and undertakes such duties appertaining thereto.

The Trust Facilities Manager will be responsible for co-ordinating health and safety training in conjunction with the HR Assistant. Directing the investigation of accidents and giving the statutory notification of accidents, dangerous occurrences or disease will also be their responsibility.

On visits away from Fulston Manor School, the Trip Leader will be responsible for implementing the School's Health and Safety policy and for day to day health and safety matters and carrying out preliminary accident investigations.

Staff with specific responsibilities:

<b>Executive Headteacher</b>	<b>Ms S Burden</b>
<b>Trust Facilities Manager</b>	<b>Mrs K Bravery</b>
<b>Educational Visits Co-ordinator</b>	<b>Mr S Bendon</b>
<b>Trust Facilities Assistant</b>	<b>Vacancy</b>
<b>Primary First Aider</b>	<b>Mrs V Eldridge</b>

## SECTION C – ARRANGEMENTS

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### **C1. GENERAL PRACTICES APPLYING TO ALL STAFF AND FOR STUDENTS OR VISITORS IN THEIR CARE**

#### **C1.1 SUPERVISION OF STUDENTS**

The school supervision policy must be followed in order to ensure the safety of students. For more detailed information see section C2.11 on Offsite Visits, below.

#### **C1.2 VISITORS AND CONTRACTORS**

All visitors and contractors must report to the School Office on arrival and sign the visitor's book. A visitor's badge will be issued which must be worn at all times whilst on the school site.

Parents who are visiting the school who meet and stay with a member of staff for the duration of their visit are required to sign the visitors' book and to wear identification badges. The member of staff whom they are meeting is responsible for correct procedures being followed by the visitor in the event of a fire or emergency.

Contractors must submit a list of all plant, equipment, or chemical substances to the school, **prior** to commencing their contract. Contractors must view and sign the asbestos register prior to work commencing and must be given a copy of the school's health & safety policy. The Health & Safety arrangements of the contractor must be seen before any work can commence. When contractors are at work in designated areas, students are not permitted in any areas where chemicals are used or on any lifting device within the school's premises.

#### **C1.3 FIRE SAFETY**

A Fire Risk Assessment is carried out on an annual basis by the school, from which an action plan is completed. Fire procedures and drills are logged by the Site Team.

##### **1. *Fire Instructions***

Fire instruction notices are posted in each classroom and office.

Emergency Exits, Assembly Point and Assembly Point instructions are clearly identified by safety signs and notices.

## SECTION C – ARRANGEMENTS (CONTINUED)

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### C1.3 FIRE SAFETY (CONTINUED)

#### 2. **Fire Alarms**

Instructions to employees are posted in each classroom and office. All fire instructions are included in the staff handbook.

Examination invigilators have been trained in specific procedures for external exam conditions. These procedures are available from the Data & Assessment Manager and will be made available in the examination room.

The alarm may be raised by lifting the safety cover and breaking the glass of a fire alarm. The fire brigade will be automatically alerted and attend the school.

The manual fire alarm will be tested weekly and recorded in the fire register. This is done after 4pm each Friday. Every push alarm call point will be tested at least annually.

The fire log book will be kept by the Site Team. The result of each test will be properly recorded and available for a visiting fire officer.

#### 3. **Fire Precautions**

The school retains a qualified contractor who is responsible for testing and maintaining fire extinguishing equipment and who will provide an annual written report to the Trust Facilities Manager. Any damaged or missing extinguishers will be replaced as soon as the school is aware. All staff are required to report missing or damaged extinguishers to the Site Team via the site helpdesk email system who will carry out monthly checks.

Systematic maintenance and testing is carried out on all control and indication equipment, warning systems, emergency lighting, fire doors, fire safety signs and escape routes. Escape routes will be kept free of obstructions at all times. The Facilities Coordinator will check they are clear on a daily basis.

#### 4. **Fire Risk Assessment**

The school has a Fire Risk Assessment which is kept in the Site Office carried out by Inspection Services in conjunction with the Trust Facilities Manager and the Trust HR & Business Director. The Risk Assessment includes an action plan from the risk assessments.

#### 5. **Fire Drills**

Fire Drills will be carried out 3 times a year.

A record of the drill is kept in the Fire Log Book, which is updated by the Trust Facilities Manager.



6. ***Fire Fighting***

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

7. ***Fire Hazards***

Storage of flammables and chemicals – refer to the Control of Substances Hazardous to Health regulations 2004 in section C3.6 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

Material Safety Data sheets (Hazard Sheets) for Chemicals and flammable substances will be kept by the Site Manager, Head of Science and Head of DT, as appropriate, for consultation.

8. ***Advice and Consultancy***

The Fire Safety Service may be contacted at 01622 774126

The local Health and Safety Executive Inspector's office is located at: -

International House  
Dover Place  
Ashford  
Kent

TN23 1HU                      Tel: 01233 624658      Fax: 01233 634827

(This information is also written on the abstract of The Health and Safety at Work, etc., Act, posted in staff room/main office.)

Health & Safety contact within Fulston Manor School, from whom advice and information can be sought is Mrs K Bravery, Trust Facilities Manager.

## **C1.4 BOMB ALERTS**

In the event of a bomb alert, the school will enact emergency protocols. The Head of School will be notified in the event of any alert, with as many details gathered as possible from the source of the alert. The police will be notified as soon as possible.

If an alert is received for a specific time, the Head of School will assess if it is viable to safely evacuate the facilities. In this regard all students, staff and visitors will be evacuated to South Avenue Primary School in the first instance. In instances where evacuation to South Avenue Primary School is not deemed suitable, an agreement has been reached with the Potential

in Everyone Academy Trust to use the facilities of Minterne Junior School and the Oaks Infant School as secondary areas of refuge. The school site will be locked and emergency services notified at the earliest opportunity.

Once the decision has been taken to evacuate, the fire alarm will be sounded to alert members of staff. Upon reporting to the fire assembly point, all staff, students and visitors will be instructed on the appropriate point of evacuation.

In the event that an alert is not time-specific, the Head of School will await instruction from the police.

For bomb alerts received via post or e-mail, the police will be notified and any evidence forwarded. In the instance of a postal alert, the letter will be handled as little as possible.

### **C1.5 OTHER EMERGENCY PROCEDURES**

The school has emergency procedures relating to specific events, such as fire and severe weather which should be read in conjunction with this policy.

In the event of severe weather parents will be alerted by local radio announcements or telephone calls by the Main School Office to collect their children. In the event of school closure, the severe weather flow chart will be enacted. The Head of School will make the final decision on if the site is safe to open, following advice from the Trust HR & Business Director and Trust Facilities Manager.

With regard to fire procedures, staff will refer to the Fire Evacuation Procedures & Reporting document that is located on the staff documents page. This document is updated and circulated to all staff annually.

## SECTION C – ARRANGEMENTS (CONTINUED)

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### C1.6 ACCIDENT PROCEDURES

Accident procedures are set out in the Staff Handbook.

All accidents including 'near misses' to employees and students must be recorded in the School's Accident Record Book held by the Trust Facilities Manager in the Business Team office. Students' accident records are kept by Primary First Aider. Accident books are checked each month by a member of Leadership Group. All accidents must be investigated immediately and, in the case of major injuries or those requiring hospital treatment, reported to the HSE.

The School will adhere to their obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

### C1.7 BLOOD SPILLAGES

Avoid contact with blood or body fluids;

Take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;

Apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;

Control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and

Dispose of all contaminated waste safely and refer to relevant guidance if you are uncertain how to classify and dispose of your waste

### C1.8 FIRST AID

The School employs a Primary First Aider who is the primary person responsible for administering First Aid treatment.

Parents will be invited to complete the Consent Form for medical treatment in accordance with the school policy and the following DfE documents:

Managing Medicines in Schools and Early years settings; and

Health & Safety of Students on Educational Visits

The School will endeavour to train other employees in the skills of first aid treatment.

A list of trained First Aiders is available on the Health & Safety notice board located in the staff room and also in the Main School Office. The list is maintained by the Primary First Aider. Student Support Assistant.

First Aid kits are to be found: -

- a) First Aid Room
- b) Main School Office
- c) PE – Staff Office
- d) PE – Staff Office at Cromers Corner
- e) All Minibuses
- f) Science Laboratories and Prep Room

- g) DT classrooms
- h) N Block – department office
- i) Performing Arts Block – kitchen
- j) ICT – B8 resource room

The Primary First Aider is responsible for checking the contents for these kits.

## **ADMINISTERING MEDICINES**

### **Prescription Only Medication**

If a student needs to bring in prescription medicines to take during the day, the medication must be in the original package with the prescription details on the side. Strips of tablets in an envelope will not be accepted. Staff will only administer medicine when the full and complete details as prescribed by a doctor are viewable.

A “Request for the School to Administer Medication” form must also be completed and signed as permission to administer medicines. This form can be obtained either from the First Aid Room, the Main School Office or it can be downloaded from the School’s website.

### **Over the Counter Medication**

If a student needs to bring in non-prescription medication, a “Request for the School to Administer Medication” form must also be completed and signed as permission to administer this medicine. The medication must be in its original box so that the full description and details can be seen.

Under no circumstances will any medication that is not recognised and is not accompanied by the appropriate signed form will be accepted for administering to students.

## SECTION C – ARRANGEMENTS (CONTINUED)

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### **C1.9 ELECTRICAL SAFETY**

All switchboards will be kept free of obstructions. They will be clearly identified and where lockable, locked.

Only a competent person may carry out electrical repairs. This will usually be an appointed electrical contractor.

Plugs and cables will be regularly inspected for damage or defects; these will be repaired by the competent person.

Specific rules will apply when extension leads are in use, to prevent misuse, damage or electric shock.

### **C1.10 HOUSEKEEPING**

#### **a) Cleanliness**

The School buildings will be cleaned by the Premises staff supplemented as necessary by students/staff as part of practical lessons (e.g. DT & cookery). Cleaning associated with the catering of the school will be carried out by the Catering staff.

Each employee is responsible for the general cleanliness of her/his workplace. Rubbish bins will be used for general rubbish. Oily rags and cleaning waste will be placed in closable bins. Aerosol containers will not be punctured or disposed of by burning. The responsibility of the clearance of rubbish from all school areas lies with the Site Team. COSHH assessments are to be carried out on a regular basis.

#### **b) Waste Disposal**

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Contractor.

Large amounts of Hazardous Waste such as sanitary towels and chemicals used in laboratories will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way

#### **c) Stacking & Storage**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, students or visitors.

#### **d) Pedestrian Routes**

Stairs, corridors, cloakrooms and exits will be kept clear of obstructions including electrical cables.

e) Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards to the Site Team via the Site Helpdesk email system. Teachers have a responsibility to:

- ❖ Check that the classroom and work area is safe;
- ❖ Check equipment is safe before use;
- ❖ Ensure safety procedures are followed;
- ❖ Ensure any accidents are reported and recorded
- ❖ Ensure protective equipment is used when necessary;
- ❖ Ensure health & safety issues are reported; and
- ❖ Ensure guidelines and training are followed

**C1.11 EXTERNAL ACCESS**

The student's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles. The vehicle access gate is not normally used for student's pedestrian access. All due care must be taken to ensure the safety of all people requiring vehicle and pedestrian access to the school during school events.

**C1.12 FOOD AND FOOD HYGIENE**

The Catering Manager will ensure that all catering staff are appropriately trained in food hygiene procedures and that this training is updated annually. The head of Food Technology will be responsible for safe practices in the Food Technology areas.

**C1.13 MOVING AND HANDLING**

Injuries can be caused by incorrect moving and handling of objects (which need not be large or heavy) or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined after the appropriate training.

Moving and Handling training will be provided to appropriate staff as identified by the Trust Facilities Manager.

## **SECTION C – ARRANGEMENTS (CONTINUED)**

### **C2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS**

#### **C2.1 PREMISES, MACHINERY AND EQUIPMENT**

The Trust Facilities Manager will carry out premises inspections on a termly basis using the premises health & safety checklist. An annual, more detailed inspection covering all aspects of site health & safety, is carried out in the summer holidays and completed Risk Assessments will be kept on the shared area. The Risk Assessments will be checked each term and an action plan of items to be rectified drawn up.

***Machine Guards*** - No machine will be operated if the machine guard is missing or broken. All defects to machine guards must be reported to the appropriate Head of Department and the Trust Facilities Manager immediately.

Lubrication of moving parts of machinery is prohibited except through safe lubricating points.

All emergency stop buttons and trip lines will be kept free of obstruction at all times. Energising switches or buttons will not be taped or locked in the “on/start” position.

All machinery will be stopped and isolated from energy before any blockage or defect is cleared or repaired. This will be performed by nominated competent person(s), whose names will be posted by the relevant Head of Department on a notice board in each area.

Heads of Department are responsible for ensuring that inspection and servicing of machinery is carried out as required by legislation. Training will be provided to appropriate staff.

Manual Handling/Activity Risk Assessments should be carried out when necessary for all activities involving Machinery and equipment.

#### **C2.2 GROUNDS MAINTENANCE AND MACHINERY**

Only trained and licensed operators will drive/use any such machinery.

Unauthorised riding on tractor(s), trailers and/or “sit-on” mowers, is prohibited.

The Groundsman is responsible for ensuring that regular inspection and servicing of grounds machinery is carried out. An equipment maintenance schedule will be kept to record services and routine maintenance. All grounds equipment is to be serviced annually by and external supplier. This includes the tractor and mowers.

COSHH/Manual Handling and activity Risk Assessments are to be carried out on a regular basis with any hazards reported immediately to the Trust Facilities Manager.

## SECTION C – ARRANGEMENTS (CONTINUED)

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### **C2.3 CONTROL OF DUST AND FUMES**

All practical equipment will be installed and used as recommended in 'Safety and Risk Assessment in School Technology Rooms and Practical Areas'. Fume extraction systems will be inspected and tested by the Lab Technician(s) trained to undertake the inspection every 14 months as per COSHH guidelines or by a suitably qualified contractor identified by the Science Department.

Reports will be undertaken to inspect and test the dust extraction units in the DT rooms.

Work in laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPSS documents 'Managing Risk Assessment in Science' and 'Model Risk Assessments for Laboratory Technician Activities'.

### **C2.4 MINI BUSES**

Drivers must ensure that they follow the school's guidelines on making themselves familiar with individual minibuses. Copies of driving licenses should be taken to comply with insurance regulations

All mini bus drivers should be in possession of a valid minibus training certificate.

### **C2.5 BANK RUNS**

Money is banked regularly, with the routes and times of the banking trips varied. If necessary, two members of staff will undertake banking trips for safety.

### **C2.6 PHYSICAL EDUCATION & GAMES**

These activities will be conducted within the recommendations of the BAALPE 'Safe Practice in Physical Education and School Sport' (2020 Edition).

### **C2.7 SCIENCE**

The latest version of CLEAPSS regulations will be followed [www.cleapss.org.uk](http://www.cleapss.org.uk)

Procedures recommended in the 'CLEAPSS Science CD ROM 2006' (for secondary Schools) will be followed, in addition to any supplements from the Local Authority.

### **C2.8 TECHNOLOGY**

The recommendations in the CLEAPSS manual will be followed. [www.cleapss.org.uk](http://www.cleapss.org.uk)

### **C2.9 SEWING MACHINES**

Regular maintenance is carried out by the Design & Innovation Specialist (DT Technician) and all machines are serviced annually.



## **SECTION C – ARRANGEMENTS (CONTINUED)**

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### **C2.10 ELECTRICAL PLANT AND EQUIPMENT**

Portable Appliance Testing (of electrical equipment) is carried out internally by a trained member of the site team in accordance with our PAT Policy. Records will be kept by the trained member of site staff and the Trust Facilities Manager.

The Electrical Installation will be checked every 5 years by an external contractor.

No equipment shall be used without adequate training.

Electrical cupboards will be kept free of obstructions and clutter. They will be clearly identified. Only a qualified electrical contractor may carry out electrical repairs. Any damaged plugs or cables should be reported as soon as possible the Trust Facilities Manager.

### **C2.11 ACTIVITIES OUTSIDE THE SCHOOL SITE**

Approval must be gained for Offsite Visits. The school has clear procedures on the organisation of all offsite activities and an appointed Educational Visits Coordinator who will ensure that the trip Risk Assessments are carried out prior to the trip being given approval.

On a visit to another venue the site's Health & Safety Policy must be adhered to: in the absence of such a policy then the policy of Fulston Manor School must be strictly followed (this is the minimum standard set by the school).

### **C2.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

When issued, employees will be instructed in the use of, care and maintenance and limitations of such equipment.

When PPE is issued, it is mandatory that it is worn or used correctly at all times.

Any defects or damage to PPE must be reported to the Trust Facilities Manager and/or Facilities Coordinator immediately. Respiratory equipment must not be used if a safe fit cannot be achieved around the face or if, when tested, a seal is not obtained.

The Trust Facilities Manager will keep a record of employee use of respiratory protection.

## **SECTION C – ARRANGEMENTS (CONTINUED)**

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### **C2.13 USE OF SCHOOL OUTSIDE SCHOOL HOURS**

All hirers of the School premises and site receive a copy of the Health and Safety Policy and are required to be bound by its conditions.

### **C2.14 IDENTIFICATION OF EMPLOYEES**

To aid the identification of adults on the school site all employees are required to wear identification badges as provided by the School. The front of the badge must be visible at all times. Employees should challenge any adults on site not wearing identification badges and direct visitors to reception.

*(See section C1.2. Visitors and Contractors)*

## **C3 MISCELLANEOUS PROCEDURES**

The following should be followed as and when appropriate.

### **C3.1 STRESS**

The school has a policy on how to manage stress in the workplace. Risk Assessments will be carried out where appropriate by Line Managers in conjunction with the Trust HR & Business Director.

### **C3.2 ALCOHOL AND DRUGS**

The abuse of alcohol or drugs is a health and safety hazard and if there is suspicion that a member of staff, student or visitor is incapacitated, this must be reported to the Head of School or Trust HR & Business Director.

### **C3.3 DEALING WITH VIOLENCE**

All incidents of violence involving staff, students and visitors must be reported to the Head of School immediately.

### **C3.4 HOME VISITS**

Home visits shall only be made in consultation with the Head of School.

## **SECTION C – ARRANGEMENTS (CONTINUED)**

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### **C3.5 DISPLAY SCREEN EQUIPMENT**

Staff who are deemed significant users (who regularly use a computer or laptop for over an hour at a time) shall have a DSE assessment carried out every year or whenever changes are made to a workstation. The cost of eye examinations and associated eyewear can be refunded by the Westfield Health Scheme, information about which can be obtained from the Trust HR & Payroll team. DSE assessments will be undertaken by the ICT Co-ordinator on a request only basis.

### **C3.6 COSHH**

'Control of Substances Hazardous to Health Regulations 2002' are available from the Health and Safety Executive website. Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific 'one off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Regular checks will be made by the Head of School to ensure that no substances have been brought on to the site without their prior knowledge. Particular attention will be paid to the Science Department, in particular the Technician's Prep Room, Cleaners' stores and cupboards, Site Office and DT department.

A list of all items considered to be possible hazards will be kept by the appropriate responsible member of staff.

Safety Data sheets can be obtained from the supplier.

### **C3.7 ASBESTOS MANAGEMENT**

The Asbestos Register will be held by the Trust Facilities Manager for visiting contractors to read and sign. A copy of the Register will be held in the Site Office. The location of asbestos in the school will be brought to the attention of the visiting contractor. All staff who deal with contractors are aware of their responsibilities with regard to the management of asbestos.

The school will comply with the Control of Asbestos Regulations 2012.

### **C3.8 WORKING ALONE**

Working alone with dangerous parts of machinery without assistance will not be allowed and no one at high risk of injury must work alone in the school. If staff working alone feel vulnerable they should report this as soon as possible to the Trust Facilities Manager. Lone working procedures and protocols are available from the Trust Facilities manager and should be followed.

## **SECTION C – ARRANGEMENTS (CONTINUED)**

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### **C3.9 RISK ASSESSMENTS**

Risk Assessments are undertaken by the Trust Facilities Manager and Heads of Department and recorded for all tasks with a possibility of significant risk. The results of the Risk Assessments are brought to the attention of the appropriate staff. These Risk Assessments should be updated annually.

Risk Assessments are carried out for all educational visits and these are recorded by the Educational Visits Coordinator in accordance with the school procedures.

Premises Risk Assessment checklists are reviewed monthly by the Trust Facilities Manager and the Caretakers' Risk Assessment is reviewed on an annual basis.

### **C3.10 TRAINING**

The Head of School is responsible for ensuring that staff are sufficiently trained and that appropriate staff receive the necessary training. Certain hazardous jobs may require special training which will be arranged by the Head of School.

Each member of staff is also responsible for drawing the Head of School's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

All members of staff have knowledge of basic health & safety in the school and understand what to do when an accident or incident occurs. Fire procedures are detailed in the staff handbook. Staff will be given a basic health & safety induction when they join the school which includes information on first aid, who to contact in an emergency and what to do in the event of a fire.

All health & safety training is recorded by the Trust HR Department and refresher training is given when necessary.

### **C3.11 REPORTING TO GOVERNORS**

The Trust Facilities Manager and Trust HR & Business Director will report to Governors on a termly basis either in person or via reports submitted to the Governing Body for consideration.

# APPENDIX 1:

## FULSTON MANOR SCHOOL

### ROLES IN RELATION TO HEALTH & SAFETY

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❖	Executive Headteacher	-	Ms S Burden
❖	Trust Facilities Manager	-	Mrs K Bravery
❖	Educational Visits Co-ordinator	–	Mr S Bendon (Assistant Headteacher)
❖	Staff Development Co-ordinator	–	Miss N Sterling
❖	Facilities Coordinator/Cleaning Manager		Mrs C Hadlow
❖	Caretakers:		Mr D Banham, Mr R Bond, Mr R Spencer (weekends only), Mr J Vince, Mr S Hancock (Evenings)
❖	Primary First Aider	–	Mrs V Eldridge
❖	Groundsman	–	Mr R Germain
❖	Office Manager	–	Mrs N Fitzjohn
❖	Catering Manager	–	Mrs H Bradford

#### HEADS OF DEPARTMENT WITH PARTICULAR RESPONSIBILITIES:

❖	Science (including COSHH)	–	Mr W Morris & Mrs H Hendry
❖	P.E.	–	Mr L Gardener
❖	I.T./Computing	–	Mr S Bendon
❖	Design Technology	–	Ms J Smith
❖	Food Technology	–	Mrs J Crawford

#### OTHER AREAS OF RESPONSIBILITY:

❖	Work Experience Co-ordinator	–	Mrs R Demian
❖	Minibuses	–	Mr S Bendon (Assistant Headteacher)