

# **West Lodge Health and Safety Policy**

*Related documentation can be found in the Staff Handbook*

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## **4. MONITORING**

### **1. POLICY AIM, OBJECTIVE AND STATEMENT**

#### **Policy Aim**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

#### **Policy Objectives**

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

#### **Policy Statement**

West Lodge School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

West Lodge School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with Joan Stevenson, Oxford Safety & Risk Management.

#### **The school will:**

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

West Lodge School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level

- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of West Lodge School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented.

A copy will be available in the Staffroom and on the website or from the School Office with the master copy held by the Bursar on behalf of the Head Teacher and Governing Body.

This Policy was approved by the Head Teacher and the Governing Body of West Lodge School during Autumn Term 2023. It will be reviewed on or before Autumn Term 2025.

## **2. ORGANISATION**

### **Roles and Responsibilities**

#### **2.1 General**

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

The Head Teacher and governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with both national and local health and safety policies and practices.

In compliance with smoking legislation, a strict **NO SMOKING** policy exists in school buildings and on the school site. Everybody will be instructed that this must be adhered to at all times.

#### **2.2 Governors**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

West Lodge School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils,

visitors and other people affected by the establishment's activities. To this end the governing body will:

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues
- implement national and any agreed local policies or procedures where appropriate
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure when awarding contracts that health and safety is included in specifications and contract conditions
- ensure that the school has access to competent health and safety advice

### **2.3 Head Teacher**

The Head Teacher will:

- Work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Has designated the Bursar to take on the role as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005.
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Ensure that the school has access to competent health and safety advice

The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

### **2.4 Senior Leadership Team**

The leadership team at West Lodge School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Specifically the Deputy Head and Assistant Head Teachers, Bursar, Site Manager and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken

- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

## **2.5 Employees**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

## **2.6 Pupils**

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

## **2.7 Lettings**

This policy includes within the arrangements section procedures for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- The premises are in a safe condition for the purpose of use

- Health and safety arrangements are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated.

### **3. ARRANGEMENTS**

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

#### **3.1 Setting health and safety objectives**

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

#### **3.2 Consultation**

##### **3.2.1 Provision of an Effective Joint Consultative Process**

The school's Health and Safety Committee meet once per term and report back termly to the Full Governing Body. The H&S working party consists of members of the Senior Leadership Team, Bursar, School Caretaker, School Cook and H&S Governor and reports and consults with all school staff, The Governing Body ensures that all concerns are considered and addressed with a clear action plan, identified responsibilities and target dates.

##### **3.2.2 Involvement of Pupils**

Pupils are encouraged to report any Health and Safety concerns to a member of staff.

#### **3.3 Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- The Governors Health and Safety Committee
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days
- Health and safety noticeboard
- New Staff Induction
- Visitors, Adults or Supply Staff in School
- Communications with relevant specialist advisors
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate

#### **3.4 Competencies**

##### **3.4.1 Provision of Effective Health and Safety Training**

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

### **3.4.2 Risk Assessment**

All staff are supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

### **3.4.3 Specialist Advice and Support**

Specialist advice and support will be obtained as required.

## **3.5 Risk Assessment**

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

West Lodge School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent do so.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff has a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed ideally annually but at most bi-annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible
- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Head Teacher from relevant external sources as necessary.

### **3.6 Fire Safety**

**Related documentation: Fire Prevention Policy; Emergency Evacuation Policy; Emergency Evacuation Plan Exit Routes; Risk Assessment Fire Equipment; Fire Marshal Duties; Fire Marshal Zones; Risk Assessment Evacuation of School Premises.**

#### **3.6.1 General Procedures**

The Fire Prevention Policy will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Emergency Evacuation Policy and the Lockdown Policy may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

#### **3.6.2 Fire Drills and Alarm Activations**

Regular fire drills will be undertaken on at least a termly basis; drills will include lunch/break periods.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

### **3.7 Financial Resources**

The Governors along with the Head Teacher will ensure there are adequate resources deployed to ensure a high standard of health and safety management and controls.

### **3.8 Accident, Assault and Near Miss Reporting and Investigation**

#### **Related documentation: Risk Assessment Accidents**

If any accident, assault or near miss incident occurs on the school premises or on an offsite event organised by the school it is reported to the Head Teacher. Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident.

Reports are completed as soon as possible following an incident by the employee's line manager, or for pupils by the member of staff supervising the pupil at the time of the incident.

Pupil incidents that are not required to be reported to RIDDOR are recorded locally. Minor incidents are investigated in school by Senior Leadership Team and retained in school files. Investigations are undertaken by the Senior Leadership Team and Bursar.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos)

### **3.9 Asbestos Management**

All asbestos has been removed from the School premises.

### **3.10 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood**

#### **Related documentation: Risk Assessment Caretaker's and Cleaners' Store**

The Head Teacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- *The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.*
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.
- The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. *NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.*

- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

### **3.11 Contractor Management**

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations.

Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent.

If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors).

Before work commences, pre-contract meetings will be held between the school and the contractor.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Head Teacher.

If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

### **3.12 Control of Substances Hazardous to Health (CoSHH)**

#### **Related documentation: Risk Assessment Caretaker's and Cleaners Store**

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented

- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the schools procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed regularly.

### **3.13 Defect Reporting**

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **3.14 Display Screen Equipment (DSE)**

Regulations that cover the use of display screen equipment are covered by the **Health and Safety (Display Screen Equipment) Regulations**.

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

### **3.15 Driving and Transport**

#### **Use of Private Vehicles**

The Head Teacher must ensure that the following is undertaken:

- The driver holds the appropriate licence for the vehicle being driven
- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required)

- Safety restraints are worn whilst the vehicle is in motion

### **Use of Minibuses**

**Related documentation: Minibus Driver Checklist; Minibus Safety Policy Guidance; Minibus (Risk Assessment Transport)**

West Lodge School recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are **not** to be used on petrol station forecourts.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

### **3.16 Educational Visits, Learning outside the Classroom including School-Led Adventure Activities**

**Related documentation: Educational Visits Policy; Educational Visits for EYFS Policy; Risk Assessment Educational Visits; site specific Risk Assessments**

### **3.17 Electrical Systems and Equipment**

**Related documentation: Risk Assessment Electrical Equipment; Fire Prevention Policy; Risk Assessment Server Room**

### **3.18 First Aid**

**Related documentation: First Aid Policy incorporating pupils with medical conditions; Risk Assessment Medical and First Aid; Risk Assessment Pupil with broken limb; Risk Assessment Allergies**

### **3.19 Lettings**

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services and the school representative in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.

- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and Care taker.

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Care taker will be informed in order that the buildings can be secured.

### **3.20 Moving and Handling**

**Related documentation: Risk Assessment Manual Handling**

### **3.21 Security**

**Related documentation: Security Policy; Risk Assessment Security; Entering Leaving School Policy; Risk Assessment Entrances & Exits**

### **3.22 Statutory Inspections**

West Lodge School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

### **3.23 Stress Management**

West Lodge School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **3.24 Prevention of Work Related Violence Including Lone Working**

#### **Related documentation: Lone Working Policy**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from situation
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - contact emergency services, as appropriate.
  - inform the Head Teacher or a member of the senior management team if confrontation has taken place

### **3.25 Water Management (Control of Legionnaire's disease)**

West Lodge School will ensure that the legislation surrounding water management as detailed in the **CoSHH Regulations** and **Approved Code of Practice L8** are fully complied with.

### **3.26 Working at Height**

**Related documentation: Risk Assessment Working at Height**

### **3.27 Workplace Inspections**

West Lodge School recognises the importance of undertaking regular workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A regular workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that regular inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

## **4. MONITORING**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum), or as required.

The school will use different types of systems to measure health and safety performance:

#### **4.1 Active monitoring systems:**

- Spot checks and regular site inspections will be undertaken
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

#### **4.2 Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

#### **4.3 Reporting and response systems:**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- School health and safety committee and Governing Body will all receive and consider reports on health and safety performance

#### **4.4 Investigation systems:**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational health and safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

#### **4.5 Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as follows:-

- As part of ISI requirements.
- Health and Safety consultant

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Date: Autumn 2023

Date of review: On or before Autumn 2025