

LUTTERWORTH HIGH SCHOOL



HEALTH AND SAFETY POLICY

Reviewed: By the Health & Safety Committee

Adopted: By the Governing Body 28/03/2023

Signed: Chair of Governors: Janet Price-Jones

Date: 28/03/2023

Signed: Head Teacher: Julian Kirby

Date: 28/03/2023

Adopted from Leicestershire Traded Services Health, Safety and Wellbeing Model Policy
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1.0 Statement of Intent

- 1.1 As a responsible employer, the Governing Body/Academy Trust of Lutterworth High School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 The Governing Body/Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 The School is committed to the prevention of accidents and ill health.
- 1.5 The School will work towards continual health and safety improvement.
- 1.6 To achieve these objectives we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice
 - Provide safe working conditions and safe equipment
 - Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
 - Provide suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of Lutterworth High School's employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed

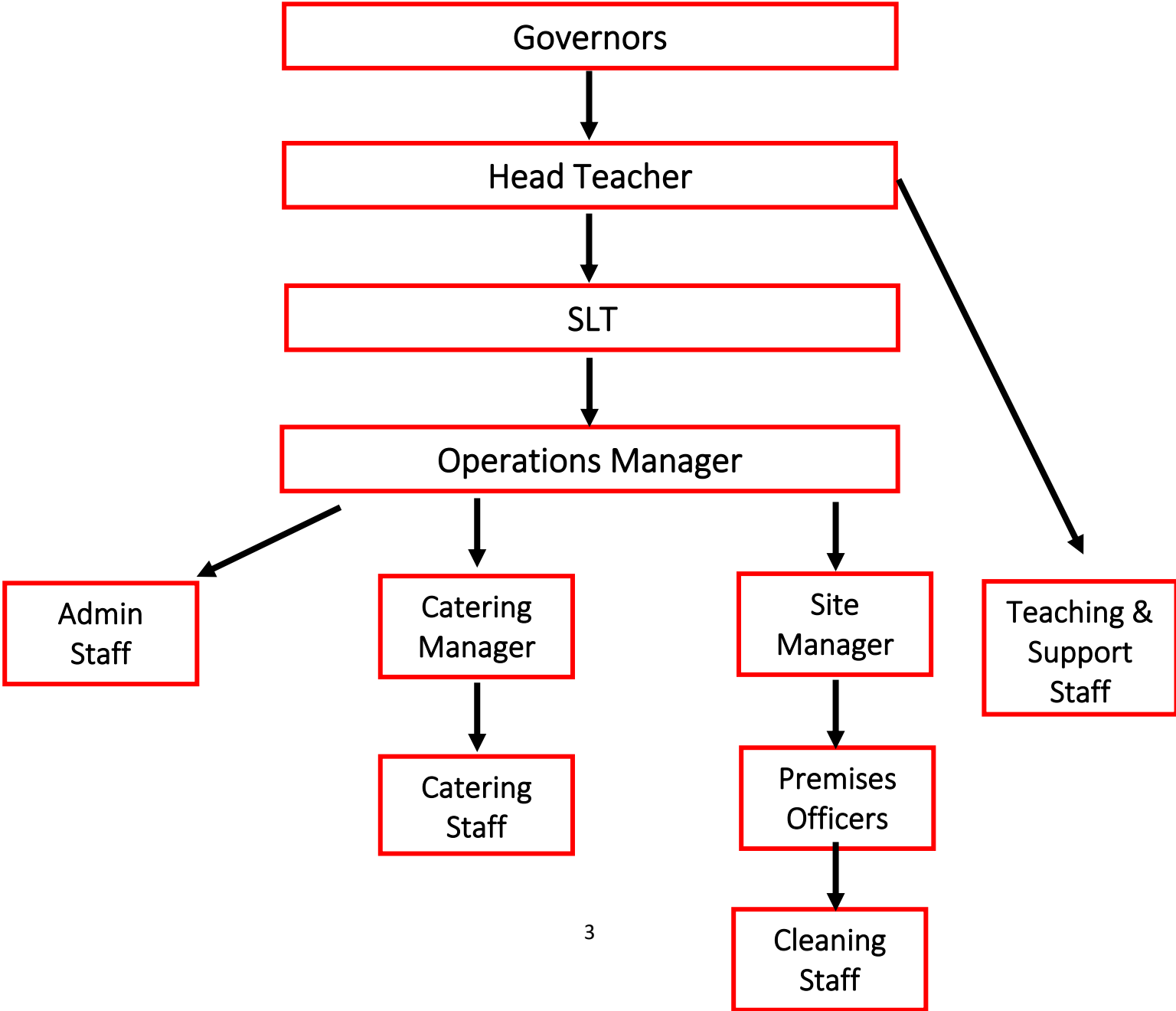
Head Teacher

Chair of Governors / Academy Trust

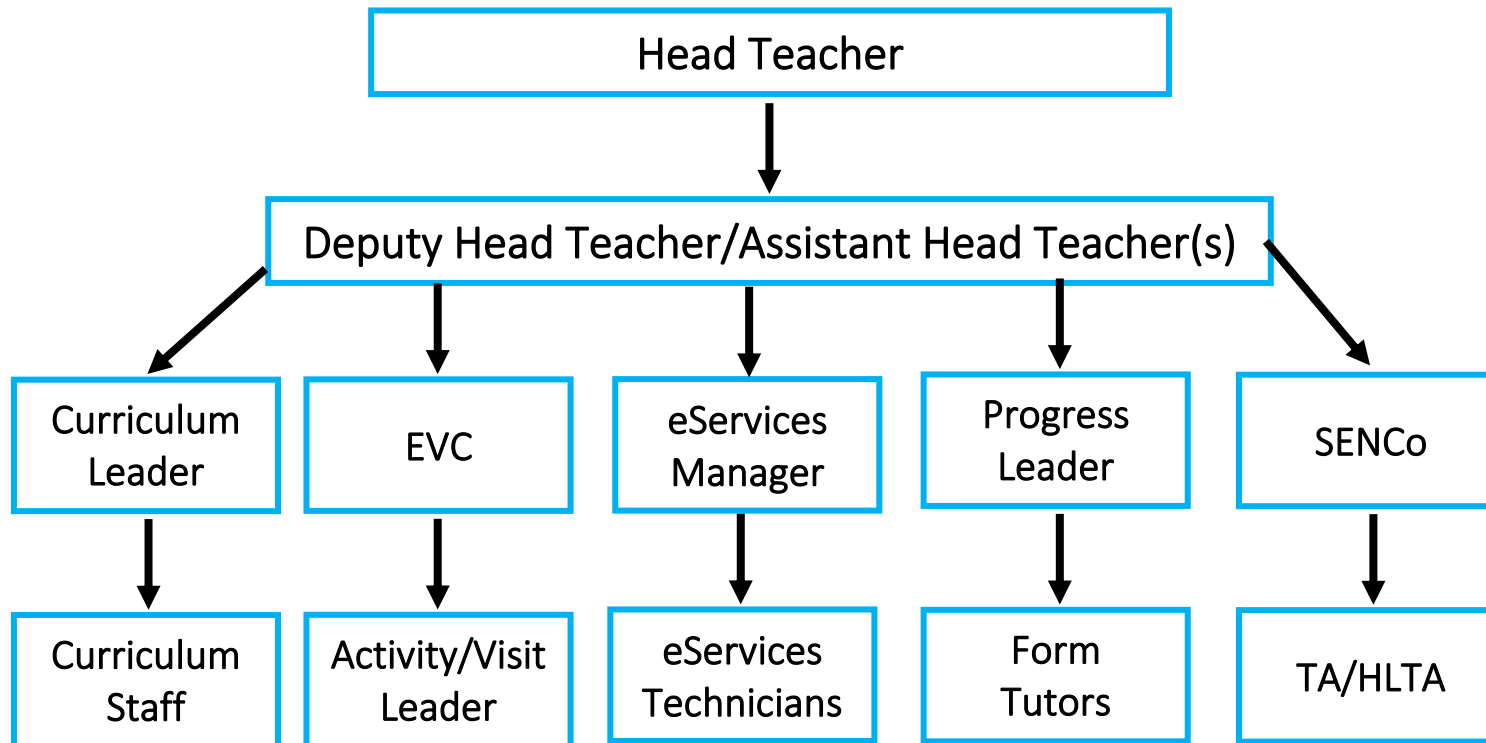
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Lutterworth High School - Organisational Structure



Lutterworth High School - Organisational Structure - Academic Staff



2.0 Organisation – Roles and Responsibilities

Background & Context

- 2.1 The Academy Trust is a charitable company established in August 2011. The Members are the original signatories to the Memorandum of Association and agreed the Trust's first Articles of Association.

Structure & Organisational Responsibilities

- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The board of Trustees is the corporate body accountable for the overall health and safety performance of the Academy Trust.
- 2.3 The Trust has appointed the Academy Governors who have been delegated responsibility for the executive management and the performance of the Trust. The Board of Trustees will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the Academy Trust.
- 2.4 The Scheme of Delegation and/or Controls Matrix are as derived from the organisation's Articles of Association.
- 2.5 The Headteacher leads the Senior Leadership Team (SLT) (the executive management team of the Academy) and will delegate executive management functions to the members of the SLT. The Governors retain accountability to the Trust board for the performance of the SLT.
- 2.6 The Head Teacher and SLT recognise that governance within Lutterworth High School Academy Trust will be overseen by a The Governing Body.
- 2.7 The Governing Body comprises of representation from senior members of the Academy staff and additional elected Governors, appointed independently by parents.
- 2.8 Lutterworth High School Academy Trust is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5th January 2015) to draw up and implement a written Health and Safety Policy.

Governing Body/Academy Trust

- 2.9 Lutterworth High School is an academy whereby the governing body/academy trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, students, visitors and contractors and the self-employed. The Governing Body/Academy Trust is responsible for:
- Determining the academy's health and safety policy and its implementation
 - Allocating sufficient funds for health and safety
 - Establishing clear lines of accountability for health and safety
 - Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
 - Identifying and evaluating risks relating to possible accidents and incidents connected with the School
 - Providing access to competent health and safety advice

- Ensuring the provision of a Business Continuity Plan and SEMT (Senior Emergency Management Team) for the School
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- Ensuring that suitable health and safety provision is made for students with special needs and the staff involved
- Setting health and safety aims and objectives for the school
- Developing and maintaining a clearly defined health and safety audit program
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented
- Performing a health and safety inspection within the academy termly
- The Governing Body is also responsible for planning and setting standards which include:
 - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives
 - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained
 - iii) Developing a positive health and safety culture

Head Teacher

2.10 Without limiting the responsibility of the Governors/Academy Trust, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within the School. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- Ensure compliance with the School's health and safety policy
- Make clear any duties in respect of health and safety, which are delegated, to members of staff
- Make himself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the School and maintain an up to date system of policies, procedures and risk assessments
- Co-operate and communicate with trade unions 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 set out in Appendix 1
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery
- Co-operate and communicate with the Governing Body
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance
- Provide a termly health and safety performance report to the Governing Body
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the School's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure the School has access to competent health and safety advice
- Ensure there is a clear system for reporting accidents and incidents
- Facilitate health and safety audits

- 2.11 In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for students which stems from their position in law “in loco parentis”.
- 2.12 Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

Senior Leadership Team

2.13 The senior leadership team will comprise of the following persons:

- Head teacher
- Deputy Head teacher
- Assistant Head teacher(s)
- Operations Manager

The senior leadership team will:

- Make themselves familiar with and ensure the School’s compliance with this policy
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body
- Provide a documented process for reporting and investigating all incidents, accidents and near misses
- Provide termly health and safety performance reports to The Headteacher and Governing Body

Curriculum Leaders

2.14 Curriculum Leaders 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. Any member of staff with curriculum management responsibilities will:

- Make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work
- Science and Design Technology Curriculum Leaders will ensure a departmental health and safety policy is devised and communicated to all staff concerned
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- 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
- Provide information, instruction, training and supervision for the department staff they are responsible for
- Complete a 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
- Be responsible for aspects of health and safety included in their job description
- Ensure that all statutory registers and records are retained and maintained
- Report property defects within their curriculum area to the Site Manager

- Provide termly health and safety performance reports to the Head Teacher
- Ensure the provision of adequate PPE free of charge for staff and students with their departments.
- Facilitate health and safety audits

2.15 More specific duties for Curriculum Leaders of Design Technology, Science and PE will be set out in their departmental health and safety policies and within appendix 1 of this policy.

Operations Manager

2.16 The Operations Manager:

- Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved
- Notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process
- Liaise with and report directly to the Governors, Head Teacher and SLT on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports
- Facilitate health and safety audits
- Provide termly health and safety performance reports to the Head Teacher
- Ensure the School has a Management of Medications Policy
- Ensure the School has a Management of Outdoor Learning and Off-site Activities Policy
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary
- Ensuring there is a system in place for contractor procurement that identifies contractor competency
- Ensure the provision of resources for staff health and safety training
- Establish a health and safety training plan and matrix to identify staff training needs

Site Manager

2.17 The Site Manager is responsible for day to day management of property maintenance and compliance checks. The Site Manager will be responsible for:

- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Operations Manager and or Head Teacher
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Operations Manager any defects, which need attention.
Monitor their effective implementation by staff under their control
- Where appropriate, ensure relevant advice and guidance on health and safety matters is

sought

- Advise the Operations Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery
- Carry out compliance checks in accordance with Appendix 1 and job description
- Liaise and co-operate with The Head Teacher and/or Operations Manager on property related matters
- Provide a termly health and safety report for the SLT
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing
- Conducting contractor induction and recording the process
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher and/or Operations Manager
- Undertaking any training identified by the Operations Manager and/or Head Teacher to enable them to perform their duties at the level of responsibility allocated to them

Catering Manager

2.18 The Catering Manager is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff
- Advise the Site Manager and/or Head Teacher of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation
- Ensure health, safety and wellbeing information is communicated to catering staff
- Report accidents, dangerous occurrences and near misses to The Operations Manager
- Ensure a food safety management system is devised and communicate to kitchen staff
- Ensure the provision of adequate PPE for staff that they are responsible for
- Undertake any training identified by the Operations Manager and/or Head Teacher to enable them to perform their duties at the level of responsibility allocated to them

All Staff

2.19 All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff 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
- 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 and/or workplace

- support the School in embedding a positive safety culture that extends to students and any visitors to the site
- Undertake any training identified by the Operations Manager and/or Head Teacher to enable them to perform their duties at the level of responsibility allocated to them

Students

- 2.20 All students 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 and of their peers, teachers, support staff and any other person that may be at the 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 the School staff any health and safety concerns that they may have

Lettings

- 2.21 Lutterworth High School has a lettings policy. The policy covers procedures for 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 Lutterworth High School on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- 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
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- Adequate arrangements for emergency evacuation are in place and communicated

3.0 Organisational Arrangements for Health and Safety

- 3.1 The following arrangements will be adopted to ensure that the Governing Body/Academy Trust 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

Setting health and safety objectives

- 3.2 The Governing Body/Academy Trust and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body/Academy Trust. Where necessary health and safety improvements will be identified and included within the School's action plan.

Provision of effective health and safety training

- 3.3 The Governing Body/Academy Trust and the Head Teacher will consider health and safety training on an annual basis in line with the School's health and safety training matrix focusing on mandatory training as a priority.

Provision of an effective joint consultative process

- 3.4 The Lutterworth High School health and safety committee will meet at least once per term. This committee will report to the Governing Body/Academy Trust, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include the Head Teacher, Operations Manager, Premises Manager, Health & Safety Co-ordinator and members of the Governing Body/Academy Trust.

Establishing adequate health and safety communication channels

- 3.5 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
 - Site health and safety committee
 - Provision of information relating to safe systems of work and risk assessments
 - Training provided
 - Communications with relevant specialist advisors and bodies
- 3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

- 3.7 The Governing Body/Academy Trust along with the Head Teacher will review the School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

- 3.8 The School will ensure that access to competent technical advice on health and safety matters is procured to assist Lutterworth High School in complying with statutory duties and meeting health and safety objectives; Lutterworth High School will do this by;
- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

4.0 Organisation - Other Arrangements

Accident and assaults

- 4.1 All accidents, assaults and near miss incidents will be reported by the agreed reporting system, ideally within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No 1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related

issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, students etc.

- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4 Accident records will be retained for the following periods; Student's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Audit

- 4.5 The School's health and safety management will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service. The School reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the School.

Contractor management

- 4.6 The School will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing Contractors: A guide for employers. The School ensures that:
- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
 - Competent contractors are used
 - Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
 - Pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
 - Key contacts are identified
 - Regular update meetings take place throughout any works/projects
 - Works are visually monitored and any concerns immediately reported
 - Works are signed off and any associated certification and documentation is obtained
 - All staff/students and other users of the site remain in a safe environment for the duration of the works.
 - All contractors are given access to the asbestos register
 - All contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances

- 4.7 Lutterworth High School complies with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The School will ensure:
- 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 control measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any requirement 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 are disposed of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies - procedures and contacts

4.8 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.9 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, students etc.

Procedures for fire and emergency evacuation are documented in the School Policy 'Fire Safety and Emergency Evacuation'.

Procedures for bomb threats, suspicious packages, weapons & firearms threats, and lockdown are documented in the School Critical Incident Policy.

The Resilience Partnership Duty Officer at the LA, previously known as 'Crisis Line', should be contacted for Major Incidents i.e. an incident which goes beyond those anticipated by normal resilience/business continuity planning. Major incidents include:

- On a school trip (UK & Abroad)
- At the school (e.g. death on the premises)

Defect reporting

4.10 The School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings 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.

Display screen equipment (DSE)

- 4.11 Lutterworth High School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The School ensures that:
- All static workstations used by staff meet the minimum standards required
 - Equipment is maintained in good working condition
 - Staff are aware of best practice in using DSE and issued with relevant information
 - Staff whose roles require significant use of DSE are prioritised for individual assessment
 - Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
 - DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

Driving

- 4.12 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition.

Staff who drive the School Minibus do so in accordance with the School Minibus Policy. Regular checks are carried out on the vehicle, in accordance with the designated maintenance programme and the School Minibus Policy.

Electrical systems and equipment

- 4.13 The School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.14 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.
- 4.15 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

Fire safety

- 4.16 Lutterworth High School is committed to providing a safe environment for both staff and students. The School manages the risk of fire by ensuring:
- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation
 - An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a

regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.

- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- All staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected
- A fire log book is kept and maintained

First-aid and supporting students' medical conditions

4.17 Adequate first aid arrangements are assessed, maintained and monitored at the School and for all activities that the School leads. The School ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- All first aiders and appointed persons hold a valid certificate of competence, the School maintains a register of all qualified staff and will arrange re-training as necessary
- First aid notices are clearly displayed around the School
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- A suitable area is available for the provision of first aid
- Staff are regularly informed of first aid arrangements within the School, through induction and the school First Aid and Medicines Policy which is issued annually.
- Where first aid has been administered this is recorded
- Correct reporting procedures are followed including those required under RIDDOR regulations
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of students and the procedures to follow in case of an emergency
- students with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

Glass & Glazing

4.18 The School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.19 The School will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

Grounds - Safety/Security

Safety

4.20 Lutterworth High School will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The School

will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

Security

Perimeter gates are secured each school day at 08:50 and released at 14:55. All perimeter gates, including the main school drive, are secured at night and weekends unless events dictate otherwise. The site is illuminated at night by external security lighting.

In order to restrict access parts of the school are secured during public lettings.

Visitors access the buildings via the main entrance. All visitors sign in using the electronic monitoring system and are issued with a photo-ID visitor badge which should be displayed in a visible position.

Staff sign in/out using the electronic monitoring system and are also issued with a photo-ID badge which should be worn in a visible position at all times.

The site is protected, both internally and externally, by CCTV.

Housekeeping – storage, cleaning & waste disposal

4.21 Lutterworth High School will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

4.22 The School will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The School will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

4.23 Where applicable and to accommodate the requirements of environmental legislation the School will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

4.24 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Jewellery

4.25 The following information is disseminated to students and parents via the leaflet 'Health & Safety – Information for Parents and Students':

For Key Stage 3 (11-14): Students are not permitted to wear make-up or jewellery. The only exception is a small wrist watch and simple stud earrings for pierced ears. Students wearing make-up will be asked to remove it.

For Key Stage 4 (14+): Students are allowed to wear minimal make-up - light foundation and natural lash mascara. Also minimal jewellery - a bracelet, a necklace, stud earrings and wrist watch. It is the school's discretion on what is acceptable.

For all students: Body piercings of any kind on the face/body are not allowed. All jewellery must be

removed before participation in PE or Games and Design Technology lessons. Any jewellery given to staff for safekeeping is entirely at the owner's risk.

Lone working

- 4.26 Lutterworth High School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Management of asbestos

- 4.27 Lutterworth High School complies with the HSE's approved code of practice '*Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*'. The School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The School has a whole site asbestos 'Management Survey' (previously known as Type 2 survey) from which a Local Asbestos Management Plan (LAMP) has been developed. The LAMP along with the asbestos register will be kept up to date.
- 4.28 A minimum six monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas is undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the School's LAMP.
- 4.29 Prior to any works that will or has the potential to alter the fabric of the building, a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.30 Any changes to the building where any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the School's LAMP.

Moving and handling

- 4.31 Lutterworth High School complies with the HSE's approved code of practice '*Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*'.
- 4.32 Within the School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The School manages the risk associated with moving and handling tasks by ensuring that:
- Moving and handling is avoided whenever possible
 - If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
 - Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained

- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

Noise

- 4.33 Lutterworth High School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

Occupational health services and work-related stress

- 4.34 Lutterworth High School acknowledges that there are many factors, both work related and personal, that may contribute to staff being absent from work through injury and ill health including stress.
- 4.35 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.

Off-site visits including school-led adventure activities

- 4.36 Lutterworth High School has an Off-site Visits Policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.
- Risk assessments will be created for all off-site visits by trained and delegated visit leaders
 - The School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
 - All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system

- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515
- Governors will be provided details of all off-site visits
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit
- LCC do not approve off-site visits. This can only be done by the Head Teacher

Risk assessment

- 4.37 Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.38 Within the School various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. The school has comprehensive risk assessment databases for both on-site and off-site activities. Risk assessments are accessible to staff at all times electronically via the LHS Health & Safety area of 'Teams'
- 4.39 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.40 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

- 4.41 Lutterworth High School complies with UK law on smoking in both indoor and external spaces. The School has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. The School has signage on site and will ensure that persons seen smoking on site are instructed not to do so.

Statutory Inspections

- 4.42 The 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 which is implemented by the Site Manager and monitored by the health and safety committee.

Preventing workplace harassment and violence

- 4.43 Lutterworth High School is committed to providing a safe and secure working and educational environment for staff, students 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 a situation or escalating 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

The School will :

- Ensure the Head Teacher or member of the senior leadership team attend the site of an incident on being informed of the incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Offer counselling/ support through Occupational Health
- Debrief individuals following any incident
- Provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident

Vehicles on Site

- 4.44 Whenever possible, vehicles will not access/move around the school site within the school day with the exception of the school driveway and staff car parks. Should vehicular access to the site be necessary within the school day, including the fields, the Head Teacher or a member of the senior management team must be informed such that student movement can be controlled.

All deliveries should be made via the main entrance or kitchen entrance, as appropriate.

Water hygiene management

- 4.45 Lutterworth High School will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The School will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.
 - changes to the water system or its use
 - changes to the use of the building in which the water system is installed
 - the availability of new information about risks or control measures
 - the results of checks indicating that control measures are no longer effective
 - changes to key personnel
 - a case of legionnaires' disease/legionellosis associated with the system
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable

- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

Working at height

4.46 Lutterworth High School will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. The School uses a variety of access equipment for working at height tasks including tower scaffolds, ladders, step ladders and kick stools. The School ensures that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate training and training records are maintained
- All access equipment will be secured so as to prevent its use by non-trained personnel
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

4.47 Lutterworth High School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and students. Findings will be documented and any actions allocated with remedial actions. The inspection findings will be reviewed with actions monitored by the health and safety committee. It is recognised that inspections alone will not keep the 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.

Monitoring and review

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

4.49 In order to substantiate that health and safety standards are actually being achieved, the School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

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

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

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

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
- The health and safety committee, Governing Body/Academy Trust and Senior Leadership team will all receive and consider reports on health and safety performance

Investigation systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify 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

Third Party Monitoring/ Inspection

- Lutterworth High School will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the School action plan with appropriate target dates for completion.

Business Continuity

4.51 The School has a Business Continuity Plan which will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

- In the event of a major emergency or disruption, co-ordination and implementation of the Business Continuity Plan is the responsibility of the Head Teacher/Senior Leadership Team/Operations Manager. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption
- A copy of the School Business Continuity Plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet at Wycliffe Primary School/Lutterworth Leisure Centre/Lutterworth College/The Elms, Lutterworth to co-ordinate and implement the Business Continuity Plan
- The School Business Continuity Plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by Head Teacher/Operations Manager

Retaining and Maintaining Documentation

4.42 The School will store all health and safety related documentation in the Operations Manager's Office.

Health and safety related documentation will be backed up/scanned in and stored within the School's computer system for future reference.

5.0 Appendix 1 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to Job Role
Reviewing Health and Safety Policy	Annually	Health & Safety Coordinator
Digitally Backing up Compliance and Safety Documents	When Created or Received	Operations Manager/Heads PA
Allocating Budget for Health and Safety	Annually	Head teacher/Operations Manager
Display Energy Certificate Renewal	As Instructed on Current Certificate	Site Manager
Organising Type 2 Fire Risk Assessment	Every 5 Years	Site Manager
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Health & Safety Coordinator
Internal Checking of the Fire Alarm Panel	Daily	Site Manager
Internal Fire Evacuation Drill Organisation	Termly	Health & Safety Coordinator
Internal Manual Call Point Checks	Weekly on Rotation	Site Manager
Internal Emergency Lighting Checks	Monthly	Site Manager
Internal Extinguisher Checks	Monthly	Site Manager
Internal Fire Door Checks	Monthly	Site Manager
Organising Service of The Fire Alarm System	Six Monthly	Site Manager
Organising Service of Fire Extinguishers	Annually	Site Manager
Organising Service and Maintenance of Emergency Lighting	Annually	Site Manager
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Site Manager
Organising Service and Maintenance of Air Handling Units	Annually	Site Manager
Reviewing the Emergency Evacuation Plan	Annually	Health & Safety Coordinator
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Health & Safety Coordinator
Creating and Reviewing the Winter Gritting Plan	Annually	Site Manager
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Site Manager
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Operations Manager
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Site Manager
Organising Asbestos Management Surveys	5 Yearly	Site Manager
Monitoring the Condition of Asbestos on the Premises	Termly	Site Manager
Organising Water Hygiene Surveys	When Necessary	Site Manager
Flushing of Little Used Outlets	Weekly	Site Manager
Water Temperature Monitoring	Monthly	Site Manager
Signing Off Water Temperature Monitoring	Monthly	Site Manager

Organising Water Heater Service and Maintenance	Annually	Site Manager
Organising Water Tank Inspections	Annually	Site Manager
Organising Electrical Installations Condition Reports	5 Yearly	Site Manager
Organising PAT (Portable Appliance Testing)	Annually	Site Manager
Organising Service of Stage Lighting	Annually	Site Manager
Organising Servicing of Gas Boilers	Annually	Site Manager
Organising Gas Risk Assessment	Annually	Site Manager
Conducting Workplace Inspections	Weekly	Health & Safety Coordinator
Organising Building Condition Surveys	5 Yearly	Site Manager
Internal Inspections of Playing Fields and Playground Equipment	Weekly	PE Curriculum Leader
Inspecting PE Equipment	Before Use	PE Curriculum Leader
Organising External Inspections of PE Equipment	Annually	Site Manager
Organising Glazing Surveys	10 Yearly	Site Manager
Procuring and Commissioning Contractors	When Necessary	Site Manager
Managing and Supervising Contractors	When Necessary	Site Manager
Contractor Inductions	When Necessary	Site Manager
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Site Manager
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Catering Manager
Organising a Deep Clean of The School Kitchen	Termly	Site Manager
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	Every 14 months	Site Manager
Creating and Reviewing Classroom Risk Assessments	Annually	Health & Safety Coordinator
Creating and Reviewing Premises Related Risk Assessments	Annually	Health & Safety Coordinator
Creating and Reviewing PE Risk Assessments	Annually	PE Curriculum Leader
Creating and Reviewing Design Technology Risk Assessments	Annually	D&T Curriculum Leader
Creating and Reviewing Science Risk Assessments	Annually	Science Curriculum Leader
Creating and Reviewing Other Risk Assessments	Annually	Health & Safety Coordinator
Conducting Pregnancy Risk Assessments	When Necessary	Health & Safety Coordinator
Conducting Return to Work Risk Assessments	When Necessary	Health & Safety Coordinator
Selecting Staff Health and Safety Training	Review Termly	Operations Manager
Recording Staff Health and Safety Training in a Central Record	When Necessary	Operations Manager/Heads PA
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Site Manager

Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Site Manager
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Site Manager
Logging Accidents onto the AssessNet system	When Necessary	Health & Safety Coordinator
Reporting RIDDOR	When Necessary	Health & Safety Coordinator
Reviewing Accident Statistics	Termly	Health & Safety Coordinator
Reviewing the Management of Medications Policy	Annually	Health & Safety Coordinator
Reviewing the First Aid Needs Assessment	Annually	Health & Safety Coordinator
Checking First Aid Kit Contents	Monthly	Health & Safety Coordinator
Checking the Condition of First Aid Facilities	Weekly	Health & Safety Coordinator
Reviewing Pupil Individual Care Plans	When Necessary	Health & Safety Coordinator
Reviewing Individual Behaviour Plans	When Necessary	Student Support/SENCo
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Health & Safety Coordinator
Approving Off-Site Visits	When Necessary	Head teacher
Creating a Health & Safety Report for Governors	Termly	Health & Safety Coordinator
Communicating Emergency Procedures to Lettings	When Necessary	Site Manager
Emergency Contact during Lettings	When Necessary	Site Manager
Work Experience Co-ordination	When Necessary	Health & Safety Coordinator
Organising Service of The School Minibus	Annually	Site Manager
Pre-Use/Daily Minibus Driver Checks	Daily / Before Use	Site Manager
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Site Manager
Organising Tree Surveys	3 Yearly	Site Manager
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Site Manager