



# Health & Safety policy

<b>APPROVED BY:</b>	<b>Board of Governors</b>
<b>APPROVED BY SIGNATURE (Chair):</b>	
<b>DATE APPROVED:</b>	<b>November 27<sup>th</sup> 2024</b>
<b>REVIEW CYCLE:</b>	<b>Annually</b>
<b>DATE OF NEXT REVIEW:</b>	<b>November 2024</b>

## **1. STATEMENT OF SAFETY POLICY**

### **1.1 General Requirements**

The Governors of Rigby Hall School recognise their responsibility under the Health and Safety at Work etc. Act (1974) (HSW Act), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

### **1.2 Staff Responsibilities**

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

### **1.3 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

### **1.4 The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may, on occasions, be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

### **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

### **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under the:

- Management of Health and Safety at Work Regulations 1999 amended 2006,
- Control of Substances Hazardous to Health (COSHH) Regulations 2002,
- Manual Handling Operations Regulations 1992 as amended,
- Provision and Use of Work Equipment Regulations 1998
- Display Screen Equipment Regulations 2002.

**1.7 Acknowledging Responsibility**

<b>Approved by</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Chair of Governors</b>	<b>Mark Tabbernor</b>		
<b>Health &amp; Safety Officer</b>	<b>Beverley Morris</b>		
<b>Headteacher</b>	<b>Tracey Smith</b>		

## 2. THE ORGANISATION OF HEALTH & SAFETY

### 2.1 Organisation of Health & Safety – List of Named Persons

Local Authority:	Worcestershire County Council 01905 763763
Governors:	Mark Tabbernor, Chair of Governors Maggie Gower, Health and Safety Governor
Headteacher:	Tracey Smith
School Safety Officer:	Beverley Morris
Senior Leadership Team:	Tracey Smith Samantha Hayward Shelley Homer Beverley Morris Rebecca Walsh
Educational Visits Co-ordinator:	Samantha Hayward
Medical & Therapy Staff:	We have a team of Special School nurses
Site Manager:	Matthew Morris
Assistant Site Manager:	Simon Tyler
Lead First Aider	Zoe Carter
Appointed First Aiders:	A list of First Aiders is displayed in the school office
Kitchen Manager:	Vicky Bamford
Minibus Responsibility:	Beverley Morris
Fire Officers:	Beverley Morris, Matthew Morris & Simon Tyler

## **2.2 Employer's Responsibilities (Worcestershire County Council)**

- a. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Rigby Hall School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974)
- b. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools
- c. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body

## **2.3 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a. ensuring that the school's Health & Safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b. ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools
- c. monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- d. advising the Health and Safety Officer at Worcestershire County Council of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- e. the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- f. ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without undue risks to health
- g. ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- h. the adoption of safe working practices by staff and pupils, and by contractors on site
- i. acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of Worcestershire County Council and contracting organisations

## **2.4 Headteacher's Responsibilities**

The Headteacher is responsible for:

- a. the implementation of the school Health & Safety policy
- b. advising the Governing Body of the need to review the school Health & Safety policy
- c. ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations (2006 amendment and 1999) in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992 (amended 2002), the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 1992 (amended 2002)
- d. ensuring that staff receive appropriate health and safety training
- e. ensuring that Health and Safety Governor carries out the 12 monthly safety audit as required by the LA
- f. ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with

- g. notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- h. notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- i. ensuring that adequate provision is made for the administration of First Aid.
- j. ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- k. facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- l. consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Phase Leads/Subject Leaders** are responsible for:

- a. all matters of health and safety in their phase or subject area.
- b. bringing to the notice of the Headteacher or the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject areas.
- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d. ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- e. ensuring that necessary personal protective equipment (e.g. eye protection, safety boots or protective clothing) is provided and kept well maintained.
- f. ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- g. ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**2.6 Other Staff** are responsible for:

- a. ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject health and safety policy. (This includes staff working in Art, Design and Technology, Environmental Education, Physical Education or Science areas)
- b. reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Co-ordinator to the Headteacher (or School Safety Officer)
- c. co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974)

**2.7 The Site Manager/Assistant Site Manager** are responsible for:

- a. ensuring that they are familiar with and comply with the school Health & Safety policy
- b. bringing to the attention of the Headteacher or School Safety Officer any problems or defects affecting the health and safety of any person on the school premises
- c. bringing the school health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff), where applicable, working

- under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- d. ensuring that any staff under his/her direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use
  - e. ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out)
  - f. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work)
  - g. ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
  - h. informing the Headteacher or School Safety Officer as appropriate of the arrival (or expected arrival) of contractors for maintenance work
  - i. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
  - j. the safe use and maintenance of all plant and equipment e.g. boilers, and the safe use and storage of all materials used for that.

**2.8 The Lead First Aider** is responsible for:

Maintaining the First Aid Boxes in line with the guidance given in the Local Authority Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

**2.9 Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations)** have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Headteacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- d. represent the staff / union membership on school safety committees
- e. receive such training as may be necessary for them to perform their duties

**2.10 School Safety Officer** is responsible for:

- a. the day to day responsibility for health and safety on site
- b. management of fire safety
- c. ensuring that any first aiders receive adequate training and instruction in First Aid and the use of any equipment or materials that they are expected to use

**2.11 The Catering/Kitchen Manager** is responsible for:

- a. ensuring that they are familiar with and complies with the school Health & Safety policy
- b. ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others

- c. ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
- d. bringing to the attention of the Headteacher or School Safety Officer any problems or defects affecting the health and safety of any person in the area for which they have responsibility

## **2 ARRANGEMENTS FOR HEALTH AND SAFETY**

### **3.1 Access & Egress, Housekeeping, Cleaning & Waste Disposal**

The Site Manager and Assistant Site Manager have the responsibility to ensure that outside areas which are likely to be dangerous for pupils and staff due to frost, ice or snow, are salted/gritted and/or cleared as necessary. It is unlikely that school will be open following very heavy overnight snow simply because of the difficulties of transporting children from a very wide catchment area. Transport companies, Passenger Assistants and parents/carers will be advised not to attempt the journey to school in severe snow conditions. The Headteacher will notify the Local Authority of a school closure and a text is sent to parents/carers. A notice is also displayed on the school website. The Site Manager/Assistant Site Manager regularly clears leaves to avoid slippage.

All designated fire exits are identified with suitable signs and must never be locked or obstructed whilst school is in session.

The contract cleaning company ensure that all bins and rubbish is disposed of daily outside of the premises.

Signs are clearly displayed identifying wet floors.

Obsolete computers and other ICT equipment are collected by a reputable recycling company.

### **3.2 Accident Reporting, Recording and Investigation**

All serious accidents that occur on the school site should be notified to the School Safety Officer and Headteacher who will ensure it gets recorded via the WCC County Council accident/incident online reporting system.

All minor accidents should be recorded on Arbor or Cority where necessary. Parents/carers or other persons should be notified of the accident.

Serious accidents will be reported to the Senior Leadership Team and immediate action taken to ensure the location of the accident is still safe to use. Information will be recorded on Cority. The Headteacher or School Business Manager will conduct an investigation of any serious accident. If members of the public are involved, names and addresses should be taken including any witnesses.

### **3.3 Blood-Borne Diseases**

Precautions against infection by blood borne diseases should be taken whenever it becomes necessary to deal with any body fluids, including blood, urine and vomit. The main danger is of infection by HIV or Hepatitis B viruses, particularly the latter as the virus can remain active for long periods well below body temperature. Hepatitis A and C viruses can also cause serious infections.



Disposable gloves and disposable aprons are to be worn by all staff having to deal with spillages of body fluids, no matter how small, including all staff as well as first aiders.

### **3.4 Building Repairs and Contractors**

Contractors are usually selected via Acivico who will have checked relevant qualifications and competency. Workmen and pupils are segregated whenever possible – ideally work will be arranged when pupils are not present in school. Contractors are expected to report to the School Office on arrival at site and if necessary consult with the Headteacher/School Business Manager/Site Manager regarding working arrangements. All contractors have to sign in. If relevant, contractors will sign the asbestos register. All contractors will only be allowed unsupervised access to the school site if they can provide an enhanced Disclosure and Barring Service (DBS) certificate.

### **3.5 Contractors (Management of Asbestos)**

The Asbestos Register will be shown to all relevant contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. The Register is kept in the school office and the staff in the office are responsible for ensuring it is signed.

It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out i.e. putting up shelving.

Please see the schools Asbestos Policy for further information.

### **3.6 Control of Substances Hazardous to Health (COSHH)**

The COSHH regulations are strictly followed at school. COSHH Safety Data Sheets are provided by our contract cleaning company and kept in the cleaning cupboards. Wherever possible less hazardous alternative substances are purchased and used.

There are separate regulations which apply to Science Laboratories as described in the Group Safety Policy on Science Teaching & Preparation Areas. These regulations will be complied with. The Science co-ordinator maintains up to date regulations and guidance although, in comparison to mainstream schools, we have very few hazardous chemicals.

### **3.7 Defect Reporting Procedures**

Staff should report any problems or defects concerning Health & Safety matters to the Headteacher or School Business Manager using the [site@rigbyhall.worcs.sch.uk](mailto:site@rigbyhall.worcs.sch.uk) email address. All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be repaired immediately.

The Headteacher reports to the Governing Body on Health & Safety matters and any recent defects identified and outstanding work discussed.

The procedure for inspections by Union Representative(s) will be discussed between the Headteacher and the representative(s) to their mutual satisfaction.

### **3.8 Computers and Display Screen Equipment (DSE) in accordance with the Display Screen Regulations.**

In accordance with the Display Screen Regulations all staff who are classed as DSE “Users” are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.

DSE self-assessments for all staff members using a display screen equipment are completed and reviewed at least every 3 years or sooner if changes to equipment or location occur.

### **3.9 Electricity at Work**

Hardwiring checks are carried out every 5 years.

Portable Appliance Training (PAT) of equipment is carried out annually by an external company. The Site Manager/Assistant Site Manager/IT Technician will PAT test any equipment which is purchased/brought in throughout the year or where there is doubt as to the condition of an electrical item. A green dated label is placed in a visible place on the item inspected if it has passed the PAT testing, or a red label will be applied if the item has failed PAT testing. Any defective items will be disposed of or repaired. The external company will also test the microwaves.

### **3.10 Fire Precautions and Emergency Plans**

The Headteacher is responsible for ensuring a Fire Risk Assessment is carried out annually and the Headteacher/Safety Officer produces an Emergency Management Plan. Copies of this plan are held by all SLT, Chair of Governors and School Office.

The Headteacher/Safety Officer has responsibility for the arrangements for fire practices (at least termly), alarms, appliances and fire prevention in conjunction with the Headteacher. The fire bell is checked on a weekly basis by the Site Manager/Assistant Site Manager. Copies of the fire instructions are distributed to all members of staff and are clearly displayed throughout school and this is brought to the attention of students and work experience trainees present in school. (Visitors/parents/carers will always be with a member of staff familiar with these procedures.

Fire instructions will be revised from time to time following discussions with visiting inspectors. Training in the use of fire appliances has been completed by the School Business Manager and Site Manager. All staff will complete an online training module. The fire file details records of fire practices, equipment inspections, alarm bell tests etc. and is maintained by the School Business Manager/Site Manager/Assistant Site Manager.

Staff leaving the school site with children will be expected to ‘sign-out’ and ‘sign-in’ on return using the Inventory system.

Acivico will arrange for the fire extinguishers in school to be inspected and maintained and for the emergency lighting and fire alarm systems to be checked.

When the fire bell sounds the Headteacher or School Business Manager will be responsible for calling the emergency services if appropriate and co-ordinating the evacuation. Upon evacuating, the school office will take out an iPad where they can check attendance on Inventory and the school management information system.

### **3.11 First Aid**

The school has ensured that several staff are first aid trained so that there is coverage across all areas of the school, taking in to account staff absence and trips out.

There are appointed First Aiders for adults and pupils. A list of these is displayed in the school office. Refresher training is carried out every three years. First Aid boxes are placed in highlighted areas around school and the first aid lead ensures that these are maintained.

First Aiders are given responsibility to make decisions in any emergency situation.

### **3.12 Epilepsy**

A number of children at Rigby Hall have epilepsy. All staff are trained annually in epilepsy management. Information regarding the incidence and nature of epileptic seizures is obtained, before a child starts at Rigby Hall, from parents/carers and updated as necessary. Details of medication, if applicable are also noted. This information is passed onto staff dealing with the child as appropriate including the Nurse, Teachers, Teaching Assistants, Therapists and possibly voluntary helpers and students (the last two groups would not normally expect to be left with individual children far away from school staff).

On school trips or residential visits, one member of staff will usually be designated to give medication. Buccal Midazolam will only be administered

- i. where staff are willing to do this and
- ii. where staff have been appropriately trained

If necessary, a decision will be made by the member of staff whether to stop if on the minibus, phone for an ambulance, or go direct to the local Accident and Emergency Department of a hospital.

### **3.13 Medicines and Medical Interventions**

The School Nurse will convey necessary and appropriate medical data gained from clinics and/or correspondence with professionals and/or parents and carers, to the appropriate member of staff and the School Nurses have a duty to ensure school is kept updated, although parents/carers increasingly deal with school rather than School Nurses.

The School Nurse Team train those responsible for administering medication. Medication is locked away in a cabinet in the medical room or in the medical fridge in the medical room. The medical room is locked at all times with a key kept in a key safe box. Medication is only given to pupils once a signed consent form has been received from parents/carers. A member of staff along with a witness signs to say they have checked the correct dosage has been given.

### **3.14 Health and Safety Advice**

Competent Health and Safety Advice and Guidance is accessible via the Worcestershire County Council Children's Services Portal and from the Health and Safety department at Worcestershire County Council.

### **3.15 Information Dissemination Procedure**

### **Employees**

Information and instructions on health and safety matters are available to all staff at Rigby Hall School as follows:

A copy of the Health and Safety policy is held on Staff Share for all staff to read. Staff are asked to sign to say they have read, understand and will follow this policy on an annual basis.

New employees receive a copy of the Health and Safety policy in their induction pack.

### **Pupils**

It will be the responsibility of teachers and support staff to ensure that pupils are made aware of existing and new health and safety information.

### **Visitors/Contractors**

The Receptionist/Site Manager will be responsible for informing visitors/contractors of any health and safety arrangements which may affect them during their visit. Office staff/Site staff will alert contractors to sign in and to check the asbestos register on site.

Upon arrival, visitors are signposted to the fire notices displayed around school.

### **Governors**

Governors are notified on at least a termly basis of any health and safety issues and the Health and Safety Governor will be updated on the annual Health and Safety Audit.

### **Trade Unions**

The Headteacher will ensure that Trade Union health and safety representatives are informed of any existing and new health and safety information if appropriate

## **3.16 Lettings**

The Lettings policy is available on the school website and on Staff Share.

## **3.17 Lone Working & Personal Safety**

Rigby Hall School supports the WCC Guidance for All: Lone Working. All staff are asked to leave the building by 6pm at the very latest when the school is locked up. Mobile phones should be on hand at all times for anyone alone in the building.

Please see the Lone Working policy for more information.

## **3.18 Machinery – Technology, PE**

The school will follow guidelines concerned with the arrangements for guarding, inspection, adjustment and repair of machines and for other items across school e.g. the kitchen and DT and Food Tech room.

Small appliances in the Food Technology Room and classrooms are PAT tested on an annual basis along with all other electrical items.

The PE fixed apparatus is also checked annually by a qualified provider. The boiler is subject to an on-going maintenance contract organised through Acivico.

### **3.19 Manual Handling**

All Site staff, kitchen staff and office staff receive manual handling training every 3 years.

### **3.20 Minibuses**

Rigby Hall School follow the Local Authority Minibus Guidelines. Assessments for minibus driving is mandatory for all staff with D1 on their licence wishing to drive children on school minibuses. Training is available for those requesting this which needs to be renewed every 3 years. Currently these assessments are provided by the Worcestershire County Council Road Safety Team. For staff who do not have D1 on their licence they are required to complete an application form for a provisional PCV/LGV licence, have a medical, pass a theory test and hazard perception test and then complete a 3-day practical driving training. This however does not apply to “minibus lite” vehicles.

The School Business Manager is responsible for ensuring that school owned vehicles are serviced and checked regularly.

There are many minibuses and taxis bringing children to Rigby Hall School each day plus several parents'/carers' cars. The mornings and afternoons are very busy and potentially dangerous. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times. Minibuses and taxis are expected to join the one-way system when dropping off or collecting pupils. Parents are asked to join the transport queue with the minibuses to reduce risks of children walking through the transport.

Staff are on duty from 8.50am and again from 3.00pm until the children have left the building to ensure children are properly supervised at these busy times. Members of the Senior Management Team (SMT) are visible through wearing pink hi visibility vests.

### **3.21 Monitoring Arrangements**

The governing body will ensure that regular reports of accidents and major incidents are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. The Headteacher will periodically review the incidence of recorded accidents to staff and pupils. Any identifiable trends will be considered as necessary. Each individual recorded accident will be considered for its implications to the school as a whole. This also applies to consideration of “near misses”.

The governing body recognise the importance of monitoring health and safety matters. The Headteacher reports to governors on health and safety issues at least termly.

The Headteacher/Governors will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### **3.22 Offsite and Educational Visits**

One of the Deputy Headteacher's is the school's Educational Visits Co-ordinator (EVC) and we operate the EVOLVE offsite visit software system used by Visit Leaders. All Visit Leaders complete a Risk Assessment which is signed by the Educational Visits Co-ordinator and a copy sent to the Headteacher. All visits over 50 miles requires authorisation by the Headteacher via the EVOLVE software system. Pre-site visits are carried out by the trip leader if necessary. Prior to any trip taking place signed authority from parents/carers is obtained.

All staff receive Visit Leader Training through B&S Educational Systems & Training. The EVC has received Visit Co-ordinator Training which is refreshed every 3 years.

### **3.23 Outdoor Play Equipment**

The outdoor play equipment is inspected on an annual basis by a qualified and competent contractor.

Visual inspections are carried out by the Site Manager/Assistant Site Manager and Teachers/Teaching Assistants when they are on playground duty.

### **3.24 PE Equipment**

The PE fixed apparatus is inspected on an annual basis by a qualified and competent contractor.

### **3.25 Personal and Protective Clothing**

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified as being necessary, particularly for the Site Manager and Assistant Site Manager.

Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties. Staff are expected to check the equipment and notify school immediately of damaged/unusable equipment.

### **3.26 Risk Assessments**

A Risk Assessment is a way of measuring the likelihood of an accident happening and working towards reducing risk (a specific requirement of Regulation 3 in The Management of Health and Safety at Work Regulations 1999). All risk assessments are signed by the Headteacher. The Risk Assessments will be recorded, retained, disseminated as necessary and reviewed at suitable intervals, annually as a minimum.

### **3.27 Smoking**

Smoking, including the use of e-cigarettes, is not allowed anywhere on the school site including the car parks and school frontage. Signage is displayed on all main external doors used by the public/staff. Minibus drivers and Passenger Assistants are not allowed to smoke on the vehicles whilst conveying children.

### **3.28 Sports Field**

The Site Manager/Assistant Site Manager will carry out periodic visual inspections of the playing field and remove any detritus, for example litter/animal faeces.

### **3.29 Consultation (Trade Union Safety Representatives)**

The Handbook of Safety Information deals with this aspect of Health & Safety which the school will adhere to. For a Special School the current agreed number of Safety Representatives is 1.

Safety Representatives have the legal right to carry out the following functions amongst others:

- a) carry out safety inspections in their workplace (for which they should each be allowed half a day per term or one and a half days per year, with pay, during working time);

- b) inform their employer (or their Headteacher or head of unit or centre as his representative) of any unsafe or unhealthy working practices or conditions;
- c) represent employees at the establishment where they have complaints about safety matters;
- d) investigate any accidents, near misses or hazards;
- e) request to see risk assessments carried out at the establishment;
- f) request and attend meetings of safety committees
- g) receive reports from enforcing officers (normally HSE inspectors) following their inspections or investigations in an establishment.

### **3.30 Stress and Staff Wellbeing**

Staff are invited to consult at an early stage with the Headteacher and/or other member of SLT if they feel under undue pressure arising from their work in school or from other circumstances. If necessary, the Headteacher will make a referral to the Occupational Health Service. Individual risk assessments will be carried out by referral to the Occupational Health Service. Expectant mothers are required to notify the Headteacher as soon as possible in order that a risk assessment can be carried out and any necessary changes put in place for the wellbeing of the staff member. A room will be made available if requested for nursing mothers. A staffroom is available for all staff for break and lunchtimes and any other time during the day.

School currently subscribes to an Employee Assistance Programme through BHSF where staff can call if they wish to have another option for a confidential talk. Worcestershire County Council also provide an Employee Assistant Programme which all employees have access to.

### **3.31 Training and Development related to Health & Safety**

New staff inductions, which includes information on Health and Safety, are carried out by the School Business Manager.

All training records are recorded and filed in the individual's personnel file. Each individual is responsible for refresher training.

### **3.32 Work Experience/Placements**

Students on placements at Rigby Hall will have an induction carried out by one of the Deputy Headteachers where Health & Safety matters are explained. Students will be directed to look at the policies.

Rigby Hall pupils on placements will have been risk assessed before placement starts and health and safety measures explained beforehand.

### **3.33 Vehicles on Site/Car Park arrangements**

Vehicles on site are parked at employees own risk as are visitors to school. There are reserved parking spaces for the Senior Leadership Team. All full-time employees are asked to park on the lower or rear car park.

Where possible deliveries are asked to be made either before 8.30am or after 9.15am and before 2.45pm or after 3.30pm so as to avoid congestion if at all possible.

### **3.34 Violence to Staff/School Security**

All visitors to school are asked to sign in at reception. Photographic ID is required and a DBS certificate where necessary. We operate a badge system whereby any visitor wearing a red badge should never be left on their own to walk around school. Anyone wearing a blue lanyard has shown their DBS and school are happy they can be left on their own if appropriate at the school's discretion. Sometimes the visitor may be unknown and they will need to be accompanied. Anyone wearing a red lanyard has not provided a suitable DBS certificate and will not be left unaccompanied. Anyone wearing a purple lanyard has not got adult clearance and will not be left unaccompanied with a pupil over the age of 16.

The doors and gates at the front of school are linked via a fob system. In the event of any incidents of verbal and physical violence by a visitor, staff are to contact a member of SLT whereby the visitor will be escorted off the premises. The police will be called if necessary.

### **3.35 Water Hygiene**

Water checks are carried out by an external company and records are available via the Acivico portal.

### **3.36 Working at Height**

Rigby Hall has and uses ladders. The Site Manager and Assistant Site Manager have received training on the use of ladders and working at height. Ladders are kept in the Boiler Room. Contractors in school are not allowed to use our ladders. It is advised not to use ladders during school time.

### **3.37 Information/Publications**

The Health and Safety policy and other relevant policies are available on the Staff Share drive of the school network and a hard copy can be made available on request. Copies of all or parts of these documents have been distributed to relevant staff. Health & Safety is part of the induction process.

### **3.38 Record Keeping**

The arrangements for the keeping of records concerned with Health & Safety matters have been detailed under the relevant section.

The Acivico portal holds all relevant records.

### **3.39 Cleaning**

The school contracts out its cleaning to a contract cleaning company.

### **3.40 COVID-19**

The hazard has been recognised and the risk to staff and pupils assessed and evaluated. Please see Risk Assessments and Operations Booklet detailing the precautions and measures taken where applicable.