



# Health and Safety

**Approved by:** Academy Committee **Date:** 1<sup>st</sup> October 2025

**Last reviewed on:** September 2025

**Next review due by:** September 2026

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## Statement of Intent

This policy details how Thornden School works to meet the HISP Multi-Academy Trust Statement regarding Health and Safety (with this policy document).

The Local Academy Committee working with HISP MAT believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments (where appropriate and a contract has been agreed).

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult, train and direct all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters, via the Staff bulletin and the Academy Committee.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **Organisation**

### **2.1 Employer Responsibility**

The overall responsibility for health and safety at the school is held by The HISP MAT Academy Trust Board who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- Identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### **2.2 Local Academy Committee (Thornden School)**

The school Academy Committee have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of the school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of policies
- Termly monitor and review local health and safety arrangements with the School Leader (Deputy Headteacher) and report back to the Board of Trustees.
- Work alongside the Trustees to provide guidance and support
- Provide oversight and be accountable to parents, Trustees, the local community and the local authority
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Promote the objectives of the Trust
- Attend relevant training sessions and Trust events
- Assign a lead Health & Safety Governor who will actively monitor and promote health and safety across the school by raising matters with the School Leader as necessary. Attend site termly and review health & safety management. They will complete the Governing Body Health & Safety Management Review Monitoring Form during the site walk with the THSC and SM and then upload it to Governor Hub along with a summary of findings. This feedback will also be emailed to the THSC, SSM and School Leader for actioning.

### **2.3 Trust Health and Safety Co-ordinator**

The Trust Health & Safety Coordinator (THSC) will manage and co-ordinate Health & Safety matters, systems and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the School Leader as required under the guidance of the H&S consultant.

The THSC will support the staff with regards to Health & Safety at work. The THSC is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The THSC will support the Trustees and School Leader to fulfil their statutory responsibilities for keeping pupils, staff, Trustees and visitors safe by:

- Working closely with the Trust Health and Safety consultant to provide advice and guidance to staff and Trustees
- Coordinating the administration and implementation of Health and Safety policies and procedures
- Working with the SSM and School Leader to ensure a consistent approach to Health and Safety across the Trust Schools.
- Facilitating training requirements and maintain records across the Trust

The THSC is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintain, review and improve the Trust Health and Safety Management operations
- To facilitate, assess, review, monitor and maintain good records for:
  - Fire and emergency procedures
  - Provision of Health and Safety information to staff, pupils, contractors and visitors
  - Identification of hazards and risk management
  - Management of the Health and Safety training plans across the Trust and its Schools including identifying and facilitating appropriate course
  - Welfare arrangements including First Aid provision
  - All aspects of building and site safety arrangements (liaising with Trust Estates Manager)
  - Risk assessment management and co-ordination of the schools' risk assessment records
  - Management of First Aid provision across the Trust including ensuring training is up to date and recorded, equipment is checked.
  - Coordinate the review of relevant policies and procedures to ensure appropriate and timely approvals
  - Incident and accident reporting and investigation
  - Near miss reporting
- To effectively manage the computerised diary, recording and reporting systems to ensure Health and Safety practices and performance are, and are seen to be, effective and efficient.
- Liaise with senior and nominated staff in the implementation and deployment of Health and Safety procedures.

- To manage and carry out regular scheduled and ad hoc inspections of school premises to monitor the effectiveness of hazard identification and risk management
- To schedule and prepare Health and Safety report as required
- Keeping up to date with any changes that may impact health and safety within the Trust and disseminating information at the appropriate level to Trustees and staff.
- Acting as the main point of contact for all matters relating to Health and Safety within the Trust
- Liaising as appropriate with the Health and Safety Trustee.
- As directed by Health and Safety Consultant providing advice and guidance to the Chair of the Trust, the Executive Leader and senior leaders in the event of an incident.
- Ensure all schools display correct Health and Safety information both for staff, pupils, contractors and visitors.

## **2.4 Responsible Manager**

The responsible manager for the premises is the Deputy Headteacher of Thornden School who will act to:

- Develop a safety culture throughout the school.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic H&S/Safeguarding learning walks/inspections are carried out.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update the Academy Committee as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures as necessary.
- Health and Safety as a standard agenda item on the Academy Committee agenda.

## **2.5 Designated Safeguarding Lead (DSL)**

The designated Safeguarding Lead is a person appointed to take lead responsibility for safeguarding in school. There is a very clear link between Health & Safety and Safeguarding. The DSL and RM will work collaboratively to conduct H&S/Safeguarding walks/inspections. These are reported to the Local Academy Committee and used to guide continuous improvements to H&S and Safeguarding. Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding policies.

## **2.5 Estate Manager for Thornden School**

The Estate Manager (EM) will manage the Estates Team for Thornden on behalf of, and under direction of the School Leader. The EM will assist the THSC in managing and coordinating Health and Safety matter relevant to his responsibilities. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the School Leader and/or RW Safety Solutions as required.

The EM will support the staff with regards to Health & Safety at work. The EM is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The EM will also manage, and co-ordinate all planned preventative reactive maintenance matters within the school on behalf of, and under direction of the School Leader. They will update electronic Health and Safety Diary – ensuring all health and safety procedures are planned and tracked with support from the THSC and the RM.

The EM is responsible for undertaking a wide range of typical health and safety related duties (checks) on behalf of, and under the direction of the responsible manager.

These include but are not limited to:

- Local management of legionella
- Local management of COSSH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors in partnership with the school office
- Local management of site security in partnership with the Headteacher and school office
- Local management of site safety
- Local management of flammable liquids
- Local management of risk assessments and safe implementation of control measures
- Co-ordinate the resolutions to the defects listed via the defect reporting procedure.
- Work at height management

## **2.6 On-Site Health & Safety Co-ordinator**

The Deputy Headteacher and the Estate Manager are the on-site health & safety co-ordinators to the school who will manage, advise and co-ordinate local safety matters. They are to work within their level of competence and seek appropriate guidance and direction from the Health and Safety advisor, as required.

- To ensure that the relevant paperwork is in place and that the Policy is updated annually.
- To ensure that visitors use the school's signing in/out procedures and that they are aware as to what to do in case of fire.
- To ensure Heads of Department carry out the necessary recognised codes of practice in hazardous/specialist areas e.g. art, science, technology, PE, drama and music, with guidance from the Headteacher or a trained risk assessor.
- To maintain the Health and Safety policy.
- To ensure risk assessments are carried out as necessary and to update all risk assessments regularly.
- To ensure information relating to Health and Safety is shared with all staff and is available on the school intranet and staff are informed of SMART LOG and when competencies are due to expire.
- To ensure that regular PAT testing and up to date log for all mains plugged electrical appliances is maintained IAW Trust PAT Testing Policy.
- To disseminate information on Health and Safety courses.
- To inform all staff of changes in policy and updates and keep a record of these via the Health and Safety notice board.

## 2.7 Fire Safety Co-ordinator

The Deputy Headteacher is the fire safety co-ordinator who is the competent person for fire safety on the premises. He is to attend fire safety co-ordinator training course and refresh this training every **three** years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Health and Safety advisor, as required.

He will carry out regular health and safety checks of the school premises with the Facilities manager and address any concerns found. He will also address any concerns from staff in relation to health and safety and report major concerns to the Academy Committee.

He has responsibility for the Emergency Evacuation Procedures and to disseminate information to all staff including their roles in an evacuation procedure.

To carry out fire safety risk assessments and review annually or sooner if there is a major change to buildings, and to prepare the fire safety plan.

Liaise with HCC (where appropriate) and building contractors with the Facilities Manager.

To ensure that electricity at work regulations are followed and that staff are reminded annually of their obligations.

Produce a duty rota for break time and end of day duties.

Produce a duty list for the SLT to cover lunch time and end of the school day.

Ensure that the first fire practice is carried out within the first **four** weeks of the Autumn term and termly thereafter.

## 2.8 Heads of Department

The Heads of Department are responsible for the day-to-day local management of health and safety within their own department areas, acting on behalf of the Headteacher. They will ensure that staff are provided with adequate safety information, and they will manage all integral and specific risks relating to the department's functions. They will ensure the department complies with overall school policies and procedures; that all activities are risk assessed, half termly inspections are carried out, and necessary controls are implemented. Ensure that staff and students are briefed on fire evacuation procedures and assembly points with the Fire Safety Co-ordinator.

Half termly inspections will take place, and any issues must be reported to an on-site safety coordinator. This is either by the Head of Department or a nominated member of staff.

Heads of Department maintain training records and ensure that they are up to date. These should be forwarded to Headteacher or Facilities Manager on an annual basis.

## 2.9 All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the Responsible Manager, with support and guidance from the SSM and Estate Manager for Thornden School. They will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, half termly inspections are carried out, and necessary controls are implemented.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe
- Ensure safe use of equipment by adults and children
- Reminding children of safe behaviour in class and around the school

- Be vigilant when on break (and lunch duty where applicable) and proactively support children behave in a safe manner, especially when playing outside
- To follow the schools Trip Policy when planning and risk assessing any internal or external trip, found on the school shared drive.
- Carryout risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the defect reporting system (ticketing system) and completing near miss reports (SmartLog)
- New staff attend the new staff induction meeting and are briefed on Health & Safety processes within the workplace

All internal risk assessments are to be completed using the Master Template (found in Health and Safety / Risk Assessments)

Liaise with the Responsible Manager if any new process or operation is introduced in the area of their responsibility, so associated risks can be assessed and any necessary precautions can be implemented. All risk assessments are to be completed using - Master Risk Assessment (found in Health and Safety / Risk Assessments)

- Record any concerns re Health and Safety using the defect report system.
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the Sign In system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

## **2.10 Legionella Competent Person**

The Estate Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. The Estate Manager maintains a trained standard along with several other member of the site team. They will periodically complete the Legionella course, and all training records are to be retained. They will need to attend refresher training every three years.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within level of competence and training and seek appropriate guidance from a qualified legionella management expert and advise the Headteacher on the findings.

## **2.11 Asbestos Competent Person**

The Estate Manager is the nominated competent person for asbestos management on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to periodically complete the asbestos awareness course and attend a refresher course every year as per mandatory regulations.

The asbestos competent person and the Fire Safety Co-ordinator will ensure that all staff have a reasonable awareness of asbestos management. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with

departmental and legal requirements. He/she will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within level of competence, training and qualifications and seek appropriate guidance from a professionally qualified and registered asbestos management company and advise the Headteacher on any findings.

## 2.12 Accident Investigator

The on-site trained accident investigators are the Deputy Headteacher and the Estate Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

Specific health and safety responsibilities of individual staff are as follows:

- **Safety Advisor (RW solutions Ltd)**  
The advice of the Safety Advisor is sought and purchased to advise the Headteacher and his representatives on health, safety and welfare.
- **Network Manager**  
To work with the ICT Coordinator to provide a safe and secure internet system for students. To maintain and monitor the school's IT systems in a safe manner. To monitor CCTV in association with the Senior Site Manager. To report any concerns to the Safety advisors.
- **Special Needs Co-ordinator**  
To work with the Senior SEN Administrator to ensure that students with learning difficulties or physical disabilities are aware of the procedures to follow in case of fire and to ensure adequate staffing is in place to assist those students. PEEPs (Personalised Emergency Evacuation Plans) are also managed by the SENCO in liaison with the Health and Safety lead.
- **Offsite Activities Co-ordinator (Educational Visits Coordinator)**  
To ensure relevant risk assessments are carried out and using the contract set up with HCC. These procedures are then disseminated to staff and carried out for each and every trip.
- **School Nurse**  
The school nurse takes the lead on all aspects of first aid and medical issues in the school. The school nurse ensures that an appropriate number of staff are first aid trained and present throughout the working day. Medical issues on school trips are also coordinated by the school nurse, in conjunction with the EVC.

The school minibus will be maintained by the Estate Manager and all members of staff that drive the minibus will hold both the D1 permission on their license and also possess a current and valid MiDAS Certificate.

Headteacher will aim to ensure that all students cycling to school adhere to the safety rules.

## Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Thornden School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **General arrangements can be summarised as follows:**

- Providing and maintaining safe equipment and safe systems of work.
- Planning to ensure the safe use, handling, storage and transportation of materials, substances and other articles.
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities and how to carry out their duties safely.
- Providing safe places to work with safe access to and exit from those places.
- Providing a healthy and safe working environment with adequate welfare facilities.
- Providing a system for rapidly identifying and effectively dealing with hazards.
- Implementing control measures to reduce risks.
- Providing suitable personal protective equipment and clothing where hazardous conditions cannot be eliminated e.g. use of ear protectors when using 'leaf collector'.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Employees are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery.

### **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with Health and Safety policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded on SmartLog.

All accidents to students are to be recorded on the School Nurse's Daily Electronic record located in the School Nurse's office. This is then emailed to the Deputy Headteacher for monitoring.

Accidents involving children locally considered being of a more serious nature than the minor incidents are to be recorded on a School Accident Internal Report Form which is to be retained on site. Headteacher will also be informed.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Online Report Form (RIDDOR). The School Nurse will then inform the Governor responsible for Health and Safety and the Headteacher. The School Nurse will support any member of staff who is required to complete the online RIDDOR form. Incidents that take place out of school hours in Thornden Hall are recorded by the Front of House staff and kept in the Performing Arts Staff Room and a copy is given to the school nurse the next working day.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher and to the CEO of the MAT. The trained accident investigator and/or Headteacher is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Headteacher will ensure that the Senior Leadership Team and appropriate Governors and Trustees are informed of all incidents of a serious nature. All accident/incident reports will be monitored termly by Headteacher for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. Headteacher will report to the Academy Committee and Trust Board.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the Site Staff or the School's Community Team, who will appropriately report each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures. All serious incidents should then be reported to Headteacher, who will report this to the CEO, Trust Board.

## **Administration and Management of Medicines**

Arrangements regarding medicines are set out in the Management of Medicines Policy and Medical Conditions Policy.

## **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site no matter how small the works or investigative procedure.

Any changes to the premises' structure that may affect the asbestos register information will be **updated within three working days** in order that the asbestos register may be maintained accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Facilities Manager.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and the asbestos competent person who will immediately act to cordon off the affected area and contact the contracted Asbestos management team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher or Facilities Manager.

## **Child Protection & Safeguarding**

Arrangements regarding child protection are set out in the Child Protection Policy and Safeguarding Policy.

## **Community Users/Lettings/Extended Services**

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed using Thornden School's Risk Assessment form or an appropriate alternative.
- The premises are safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.
- Any defective equipment or hazards found by the hirer should immediately be reported to the Site Assistant on duty.
- There is appropriate first aid provision in place.
- All hirers to have a Health and Safety Policy in place or to sign acknowledgement to abide by the school's Health and Safety Policy.

## **Contractors on Site**

A list of approved contractors is used for contractual work on the premises. Where non-approved contractors may be required or selected for use, then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All non-approved contractors will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

- All contractors must report to Reception upon arrival and departure where they will be asked to sign in and out using the Sign In system and asbestos register.
- Contractors will be asked to read the fire safety brief upon arriving, prior to them commencing work. A leaflet is handed out on reception containing this information.
- Contractors must comply with the school's safety policies and safe working procedures. Any breaches of safety must be reported to the Headteacher, or Health and Safety coordinators at the earliest opportunity.
- All Contractors must be appropriately supervised if they are not on the school's Single Central Record and not in possession of a valid DBS.
- All contractors must show clearly the identification for the company that they are working for.
- All contractors are required to complete a letter of assurance following Safer Employment rules.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and students on the premises.

### **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for design & technology, science, music, physical education, art, and drama as issued by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and HIAS (Hampshire Advisory and Inspection Services). Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

A record must be kept by Heads of Department of half termly checks and any follow up procedures that may arise. Equipment or facilities are not to be used unless remedial action has been taken to rectify any items identified.

### **Display Screen Equipment**

All identified users must complete a display screen equipment training update annually without exception.

All users must carry out periodic workstation assessments using the Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years or if a medical condition is declared that may require intervention.

### **Electrical Equipment**

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way and will be confiscated.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested at intervals of every year or once every other year (for IT equipment), or once every three years for equipment that is fixed, e.g. wall fans and projectors.
- Equipment testing/inspection can only be carried out by a competent person.
- There are trained staff throughout the school in various departments, all staff have been trained on the specific testers and software and this training is to be refreshed every 3 years without exception.

- Private electrical equipment is not to be brought onto the premises or used unless its use is approved and the item inspected by a suitably trained and competent assessor in accordance with the PAT Policy.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules.
- Machinery in technology must only be used by trained and qualified staff. Staff are trained annually and the records are held by the Head of Department.
- Fixed electrical items must be tested as part of the maintenance agreement within a 5 year period.
- Items will be checked on a regular basis, either annually or biannually and recorded centrally.

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible. All reports are to be reported using the Thornden Support APP on the desktop.

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school evacuation plan. The school has a fire emergency plan for fire related emergencies and an Emergency Plan for all non-fire emergencies. This is located in the 'fire' and 'health and safety' folder on Staff Share.

All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident and held by the school nurse.

A Lockdown Policy and procedure is in place and is shared with staff and students every academic year, with a drill being completed annually. Findings from the drill are then used to review and improve the process.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The **Headteacher** will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety training every year.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire safety notices are posted in the key areas of the building close to the fire points.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point and the reserve assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with guidance and the premises fire safety manual.

- The fire risk assessment is reviewed annually by the fire safety co-ordinator and the Facilities Manager and amended as new hazards or required amendments are identified. **The Fire Risk Assessment is produced by an external, competent person or company and should be completed at regular intervals not exceeding four years.**
- Fire Manual on Site and is held by Headteacher.

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

A First Aid Needs Assessment is completed annually. Copies of Training records and certificates will be held by the school nurse.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*e.g. boilers, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs have been carried out, using the online support APP on the desktop.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.

### **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Facilities Manager. The premises CLEAPPS assessors acting on behalf of the Headteacher are HOD Science and all the Science Technicians. COSHH assessors are Site Manager and two Site assistants. In technology and art, there are two COSHH Assessors and Thornden Hall has two trained assessors.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in approved, secure stores. All stores must have on display the correct signage for items stored within it. When not in use these are to remain locked at

all times. Each specific department will have its own COSHH cabinet if materials are in use in that area.

COSHH paper folders for Technology, Art and Thornden Hall are held within the medical room. The general Site based folders are stored in the Facilities Managers office, although all COSHH folders and data are accessible electronically in the Health and Safety Staff share folder.

### **Hot Drinks**

Hot drinks should not be carried in corridors, in classrooms or other areas occupied by students unless they are covered with an appropriate lid or in a flask with a secure lid.

### **Inspections and Monitoring**

Daily monitoring of the buildings and grounds through working routines and staff awareness is expected to identify general safety concerns and issues which should be immediately recorded on the support APP on the desktop.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department on a half termly basis. Inspection findings are to be recorded on the locally adapted Classroom Checklist. This is recorded and checked centrally on an annual basis. Records are kept by the Site Manager.

Defects identified during these routine documented inspections are reported on the Support APP on the desktop. Any identified high level risks or high level safety management concerns will be brought to the attention of the Health and Safety Governor, who will report to the Governing Body.

Periodic detailed inspections of the premises' safety management system will be carried out every year by The Health and Safety Governor. These documented inspections will examine all areas of the School's Health and Safety policies and procedures, and are stored on the GovernorHub. Health and Safety is a standing item on the Academy Committee agenda and both health and safety issues and medical records are reported.

### **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is delegated to the Unit Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency and HCC guidelines.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are adhered to.

### **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes, in accordance with guidelines from the Legionella Management Plan, HSG 274 and ACOPL8. There will be a comprehensive Legionella Risk Assessment completed by an externally approved company every year in accordance with legislation.

### **Lone Working**

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment as shown below. Lone Working is a rare occurrence for the

majority of staff at Thornden School, outside of the site team, as the school is staffed at all times when the premises are open. The lone working arrangements for staff who may undertake lone working on this site are:

- All lone working is to be carried out in accordance with school procedures which involve the lone worker contacting a member of his or her family to tell them that they have arrived safely and to advise them of their finish time.
- There is a lone working risk assessment.
- All lone workers must always carry a mobile phone.
- Members of staff are to sign in and out at reception. The register will be checked by the member of the Site Team on duty at the end of each day.
- Any member of staff coming into school at the weekend must telephone the site team before arrival and must notify him when leaving.
- Switch on lights in the corridor as you walk through the school (where there are no sensors).
- Under no circumstances can a Lone Worker use potentially dangerous equipment, work with potentially dangerous substances or work at height.
- Consider where your car is parked especially if leaving the premises after dark. (Suggest the Study Skills / Canteen car park).
- If you feel uncomfortable, please report this to a member of the Senior Leadership Team.
- For call outs – at least two staff are required to attend.

### **Minibuses**

The Site team are responsible for the operation and maintenance of minibuses. All minibus drivers, apart from the Site Team who drive the bus to the garage (no children aboard), must have completed MIDAS training prior to being permitted to drive minibuses and transport students and to hold D1 on their Driving License. The Headteacher is responsible for ensuring that all drivers are MIDAS trained.

### **Moving and Handling**

All staff at Thornden School must complete the basic moving and handling training every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements. Moving and Handling training will be provided.

The movement of students with the use of aids is only carried out by staff who are competent to do so, specific risk assessments are available on the Staff share and reviews should be carried out not exceeding 3 yearly. If any new methods are to be used in the recovery or movement of students and staff this is to be assessed, and training provided dependant on findings of the assessment carried out. Assessments will be carried out by the Estate Manager.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance. This is managed by a member of the EVC who is a member of SLT.

## **Use of restrictive interventions (including reasonable force and seclusion)**

Physical intervention arrangements including reasonable force and seclusion are set out in Thornden's, 'Use of restrictive interventions' policy and the Trust's Code of Conduct Section 5.4.

## **Provision of Information**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. Staff Share is used to collate all of the Health and Safety documentation and is accessible to all staff at the school (staffshare/allstaff/healthandsafety).

These systems include:

- Staff meetings
- Health and Safety Noticeboard in the staffroom
- Department Health and Safety Noticeboards
- Minutes from meetings
- Staff training
- Induction training
- Memos
- Whole staff training
- Bulletin notes
- Notes to Heads of Department or key staff
- Briefing notices
- Emails
- Newsletter items

Local health and safety advice is available from the Headteacher.

The *Health and Safety Law* poster is displayed in Reception, the Staffroom, Science Prep room and in the Performing Arts Office. These are to be checked by the Estate Manager periodically to ensure they are in place and current.

## **Risk Assessment**

General risk assessment management will be co-ordinated by the Headteacher, Estate Manager, Hall Manager and the SLT, in accordance with guidance from the school's Health and Safety Advisor.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are the Estate Manager, the Hall Manager and all members of the site team (plus a few more that are identified in Appendix 1) who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the responsible manager/headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed on Staff Share and the overview of the Risk Assessments will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system. Any changes to a Risk Assessment should be recorded and the Bring – Up Diary amended.

## **Security**

Arrangements regarding security are based on the premises security risk assessment and are incorporated in the Lone Working risk assessment and job descriptions. A Security Policy is in place. All staff are responsible for the security of their own areas and should seek advice from the Health and Safety advisors if they have any concerns.

## **Smoking**

Smoking is not permitted on the premises. This includes vapes and all other similar devices.

## **Stress & Wellbeing**

Thornden School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through the guidance and appropriate consultation with staff will be periodically reviewed.

Stress management through an annual staff stress survey and appropriate consultation with staff will be periodically reviewed and acted upon.

On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, staff meetings, occupational health referrals and liaison between the School Business Manager and HR/Educational Personnel Services.

Furthermore, Thornden School's arrangements to monitor, consult and reduce stress situations are as follows:

- Annual survey completion by all staff
- Health and Well-being action plan reviewed and monitored throughout the year
- Ongoing improvements made to site environment, specifically staff areas
- New staff induction programme
- Professional days with time tailored to Staff Health and Wellbeing
- Improved performance management scheme for all staff
- Open door policy for discussion at any time
- Counselling (6 x free sessions) available to all staff for any stress & well-being reason

Headteacher is the first point of contact for staff welfare and staff are encouraged to talk directly to him. Any concerns about staff welfare and stress must always be referred to a Line Manager.

Staff questionnaires are used on an approximately biannual basis to inform senior leaders of potential concerns that have not already been highlighted.

## **Traffic Management**

Arrangements regarding on-site traffic safety are set out in the School Travel Plan and the Traffic on Site Risk Assessment. This is also included in the School Prospectus. This is also a regular item in the Newsletter to parents, or through additional emails to parents.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the school's induction arrangements.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis, as part of the performance management cycle, will be carried out from which a health and safety training plan will

be developed and maintained to ensure health and safety training is effectively managed for all staff that require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy. This is delivered to all new staff as a group as part of the Induction programme or to individuals when required.
- Appropriate local training regarding risk assessments and safe working practices
- Updated training or dissemination of information following any significant health and safety change
- As part of the Induction process for all staff the HR Manager will ensure that Health and Safety is covered. This is formally recorded.
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals or as meets legal requirements.
- Appropriate annual courses as per Thornden's Health and Safety advisor.

Training records are held by the Headteacher who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

### **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Thornden School.

Staff must report to their line manager or SLT all such violent and aggressive incidents to ensure that there is awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in writing.

### **Visitors**

All visitors must initially report to the main reception where they will be provided with welfare and the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitors badge and will be accompanied to their destination and be appropriately supervised.

### **Work at Height**

At Thornden School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent persons for work at height on the premises who has attended the external Ladder & Stepladder Safety half-day course are: The Site Team, Thornden Hall Manager and Thornden Hall Technician and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff.
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The trained personnel for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief.
- Staff may only use stepladders if they have received training.
- Staff may only use leaning ladders if they have personally attended an appropriate Ladder & Stepladder Safety course run by an appropriate body which needs updating every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment
- Students must never be asked to Work at Height.

### **Supervision**

Students are supervised in school from 8.15 until 3pm. There may be some rooms available from after 3pm, but these must be staffed. At break time and lunch time there are staff on duty as per the rotas which are issued at the start of term and are also kept on Staff Hub.

### **Drugs and Alcohol**

Information is shown under the Policies section on the School Intranet (Staff Hub).

### **ICT**

There is a set of rules for students on the safe use of computers and other display screen equipment including the internet. This is managed by the ICT Coordinator.

### **Mobile Phones**

Any phone, I-pod or similar electronic device switched on and used inappropriately on the school site during school hours (including break and lunchtime) will be confiscated.

### **Open Days and Community Events**

The Open Day is held in September each year for prospective parents and is monitored by the whole school staff.

## Appendix 1-Staff training and category's

<b>1 - General Risk Assessor (3yrs)</b>	<b>Renewal Date</b>
Tim Long	17/03/2028
Neil Daykin	27/05/2028
Rob Collar	17/03/2028

<b>2 - COSHH Risk Assessor</b>	<b>Renewal Date</b>
Tim Long	21/04/2024
Robert Oxlade	21/04/2024
Neil Daykin	12/06/2022

<b>3 - Fire Risk Assessor (3yrs)</b>	<b>Renewal Date</b>
Rob Collar	
Tim Long	

<b>4 – NOBOSH Incident Investigator (3yrs)</b>	<b>Renewal Date</b>
Rob Collar	01/04/2028
Tim Long	27/05/2028

<b>5 - Asbestos Management-Duty to Manage (3yrs)</b>	<b>Renewal Date</b>
Tim Long	02/04/2028

<b>6 – Steps and ladders</b>	<b>Renewal Date</b>

<b>7 – Working at Height/Manual Handling (3yrs)</b>	<b>Renewal Date</b>
Tim Long	22/06/2028
Glenn Elliott	22/06/2028
Emma Gregory	22/06/2028
Roy Oliphant	22/06/2028
Neil Daykin	22/06/2028

Robert Oxlade	22/06/2028
Larisa Visnakova	22/06/2028
Max Pritchard	22/06/2028
Elese Ayres	22/06/2028
Robert Duma	23/06/2028

<b>8 - Legionella Awareness (3yrs)</b>	<b>Renewal Date</b>
Tim Long	07/04/2028
Emma Gregory	

<b>9 - PAT (3yrs)</b>	<b>Renewal Date</b>
Robert Oxlade	10/04/2028
Lucy Vine	19/09/2028
Helen Quarters	19/06/2028
Emma Gregory	In process
Tim Long	In process

<b>10 - Fire Safety coordinator (3yrs)</b>	<b>Renewal Date</b>
Rob Collar	

<b>11 - IOSH</b>	<b>Renewal Date</b>

<b>12 - NEBOSH</b>	<b>Renewal Date</b>