

SACRED HEART HIGH SCHOOL



HEALTH & SAFETY POLICY & STATEMENT OF INTENT

NOVEMBER 2019

To be reviewed October 2020

*This Policy should be read in conjunction with
all other Sacred Heart High School Policies*

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1 STATEMENT OF INTENT

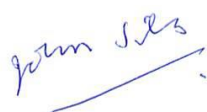
Sacred Heart High School Hammersmith recognises that health and safety is an integral element of the organisations success, and it will be given equal status alongside other management functions.

In accordance with the Health and Safety at Work (etc.) Act 1974, it is the policy of the Governing Body to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

In compliance with health and safety legislation and regulations, School's Governing Body will ensure so far as is reasonably practicable that:

- adequate resources are made available to enable the effective implementation of this Policy and associated procedures;
- advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties;
- arrangements for communicating and consulting with employees and other relevant parties are implemented;
- suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment;
- appropriate risk control measures and safe systems of work are developed and implemented;
- appropriate procedures are adopted to monitor the successful application of this policy and associated procedures.

The Governors and staff of Sacred Heart High School Hammersmith are committed to playing an active role in the implementation of this policy and undertake to annually review and revise it in light of changes in legislation, experience and other relevant developments.



Chair of Governors
John Sills, Nov 2019

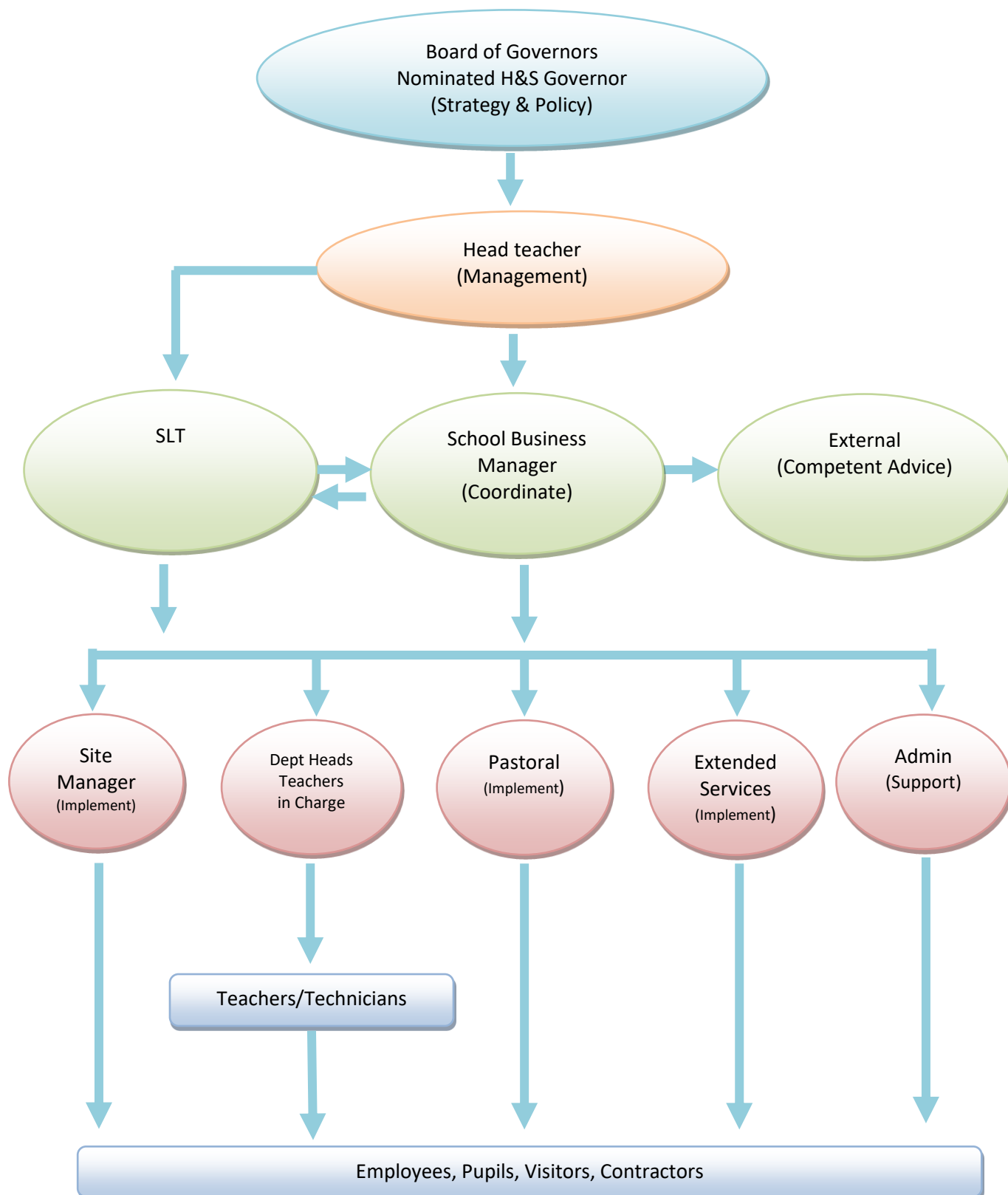


Headteacher
Marian Doyle, Nov 2019

2 ORGANISATION AND RESPONSIBILITIES

2.1 Organisational Chart

Safety and health is everyone's responsibility. This chart reflects a whole school approach to the promotion and development of health and safety.



2.2 The Governing Body

In consultation with the Headteacher, the Governing Body will:

- Nominate a Governor to be responsible for health and safety matters
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made
- Ensure that health and safety is monitored by the appointed Governor and committee so that legal and best practice requirements are met
- Monitor, via reports, the overall performance of the schools health and safety management systems
- Ensure that the establishments health and safety policy and management system is reviewed regularly

2.3 The Headteacher

In consultation with the schools senior managers the Headteacher will have day-to-day management responsibility for health and safety and will :

- Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within the school
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- Appoint persons to assist him/her with meet the safety objectives, standards and checks detailed in this policy
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations
- Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained

2.4 The Business Manager

The Business Manager is responsible for the implementation of the Health and Safety Policy and associated procedures in Sacred Heart High Hammersmith School and will:

- Ensure that the H&S Policy is developed and reviewed annually or when significant change occurs and is brought to the attention of all staff via internal communications procedures
- Ensure that employees are consulted with on health and safety within the school
- Ensure that the information, instruction and training requirements of the school in relation to health and safety are developed with learning and development opportunities being provided as and when required
- Co-ordinate the undertaking of risk assessments and ensure that appropriate risk control systems are developed by those required to do so
- Ensure the incident reporting procedures through Student Services, undertake investigations where necessary and monitor accident statistics
- Ensure that formal programme of physical inspections are undertaken of the premises and that actions arising from the inspections are implemented
- Ensure that, in conjunction with the Council, the schools health and safety management system is subject to a regular review and findings are reported to the Governor responsible for health and safety

2.5 The Site Manager

The Site Manager reports to the School Business Manager and is responsible for building related health and safety. The Site Manager will:

- Ensure the upkeep and maintenance of the building, plant and equipment in line with legal requirements and best practice
- Work with the business manager to develop a programme of statutory and good practice testing, inspection and maintenance for premises, equipment and plant
- Ensure that all testing, inspections and maintenance detailed in the programme are conducted on time and to the standards prescribed in the relevant regulations
- Manage the contract for grounds maintenance and the contract for security ensuring best value
- Have overall responsibility for the security of the building and grounds
- Develop the fire safety management system for the school and ensure that all elements of the management system are implemented
- Take prompt action to prevent injury to others on site who might otherwise be exposed to unnecessary dangers
- Ensure that only authorised persons have easy access to restricted areas such as the roof, plant rooms, switch gear, hazardous chemical store etc
- Participate in the school health and safety inspections programme
- Ensure site care staff are adequately supervised

- Identify any particular health and safety training needs of site care staff
- Ensure that site care staff are not involved in activities outside their limitations
- Ensuring in conjunction with the business manager that hirers, contractors and others who enter school premises conduct themselves and carry out their operations in such a manner that all statutory and good practice safety requirements are met at all times

2.6 Senior Leadership Team, Heads of Department and Teachers in charge

Members of Senior Leadership Team, Heads of Department and Teachers in charge are responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification
- The coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.;
- Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher, Business Manager or Site Manager any problems they are unable to resolve within the resources available to them
- Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- Obtaining relevant advice and guidance on health and safety matters.

2.7 Extended Schools Activities

- Ensuring that the learning outside the classroom regime is implemented according to Academy and Council policy requirements and acting as the schools Educational Visits Co-ordinator
- Raise any health and safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out

- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their written lesson plans

2.8 Administrative Support

Members of the administrative staff will be responsible for:

- Ensuring that appropriate first aid and administration of medicines procedures are implemented
- Maintain and display a list of school first aid staff and ensure that all first aid staff attend refresher training
- Ensure first aid boxes are adequately stocked and maintained
- Ensure that any pupils medication is stored in an appropriate manner
- Maintain an up-to-date list of students with medications
- Ensure that health and safety information from the local authority and other sources is disseminated to the appropriate staff

2.9 All Teachers and Technicians

In addition to the general responsibilities of employees, outlined below, teachers and technicians are expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their written lesson plans
- Set a good example by following safe working procedures personally
- Ensure the use of protective clothing and guards where necessary
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use
- Build in safety education in curriculum planning

2.10 Employees

Employees (including temporary and volunteers). All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- Co-operating fully with their Manager on all matters pertaining to their health and safety at work
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill
- Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them
- Attending local health and safety and safety induction training as soon as is practicable after commencing employment
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises
- Completing a display screen equipment self-assessment where required to.

2.11 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- All pupils and parents will be made aware of the contents of this section of the policy through the school induction and the behaviour policy.

2.12 Visitors and Other Users of the Premises

Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school

All visitors to our establishment must comply with the School's Health and Safety Policy and procedures

Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

2.13 Contractors

All contractors under local control will be appropriately selected and competent in terms of health and safety.

Sacred Heart High School Hammersmith uses the services of a surveyor as part of the remit process, contractors are assessed on their suitability to comply with health and safety

Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.

The Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor selection policy for small building works.

The Site Manager in conjunction with the Business Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Site Manager, or by the contractor in consultation with the Site Manager.

2.14 Consultation and Communication

To ensure that Sacred Heart High School Hammersmith meets its legal obligations to consult with employees and to provide them with the relevant information in relation to health and safety, the following consultation and communication arrangements have been adopted:

- Regular Departmental Meetings – Any issues raised
- Regular meetings held with Staff Rep (to be appointed) for H&S
- Staff one-to-ones through line management and performance reviews
- Health & Safety communication through briefings and emails
- Meetings between the, nominated H&S Governor, Business Manager and Site Manager and Staff Rep (when appropriate)

2.15 Learning and Development of Staff

The responsibility for ensuring that safety training needs are assessed lies with the Senior Leadership Team, Heads of Department and Business Manager in consultation with other senior managers. Those for whom health and safety training is deemed necessary will be required to attend such training

Identification of health and safety training needs of new staff must be carried out by the line manager, normally during the first weeks of the staff's appointment, and delivery of that training will form part of the staff member's appraisal

The training matrix supplied by the Council and that is available on School Staff Zone can be used to identify training needs.

3 ARRANGEMENTS & PROCEDURES FOR HEALTH, SAFETY, SECURITY AND WELFARE

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1 Accident Reporting, Recording and Investigation

Accidents to students should be reported to Student Services by the member of staff supervising the student at the time of the incident or as soon after as practically possible – an incident form must be completed by the member of staff if deemed necessary

Accidents to staff should be reported to the Student Services by the member of staff themselves, if this is not possible they should ask another member of staff for support

It is also the responsibility of that member of staff to complete the accident report.

Where the first aider treating the injured student deems that the incident or outcome of the incident is serious, or failure to act immediately will lead to a serious incident, this should be reported to the Business Manager, Site Manager, Headteacher or other member of Senior Leadership Team immediately

The Business Manager or Site Manager should investigate the incident as soon as possible. The main aim of the action should be to ensure that the cause of the incident is remedied and made safe so that further incidents are prevented and in order to establish the exact cause of the incident as this may be relevant to the treatment given or action taken on behalf of the injured individual

The Business Manager will sign off all accident forms. Serious incidents should be reported the LA. Any resulting investigation will be led by the LA and the HSE.

The School should retain a copy of the form and all statements for record and review purposes. Accidents should be regularly discussed between the Headteacher, Business Manager, members of Senior Leadership Team and Site Manager to see if there are trends that can be acted upon.

3.2 Asbestos

Asbestos surveys have been carried out regularly. The reports are held by the Site Manager who ensures copies are given to all contractors, contractors sign an acknowledgement of this. Contractors are given details of any known or suspected areas.

The school is fortunate in the fact that there is little asbestos on site. However all known areas are colour marked and regularly inspected for damage.

The school employs the services of a chartered surveyor for major refurbishment works and copies of asbestos reports are included with the documentation. When a major project occurs – it is the policy of SHHS to commission a demolition asbestos survey to provide further information to the contractor.

The school will always use a licenced asbestos contractor for any asbestos work and will always take professional advice prior to any such work and inform the LA Health and Safety officer

Drilling to walls are only permitted (other than authorised contractors) by the site management team

3.3 Contractors

The Business Manager liaises with the Surveyor who oversees all major work with contractors. The Site Manager deals with day to day issues of minor works contracts.

The School employs contractors who are recommended by the surveyor or other professional services that have proven satisfactory service in terms of Insurance, Health and Safety, Price etc.

Where the School seeks a new contractor or wishes to market test projects in advance of deciding on a contractor the complexity of the work and level of risk is assessed. Where the work is of a complex or structural nature or there are significant health and safety issues in expediting the project, the School employs a fully qualified surveyor to advise on the appropriateness of contractors and consider their reputation, method statements etc.

Where the nature of the project is such the School may engage a surveyor to manage the building project on behalf of the School. Specific trades people (e.g. plumbers, electricians, gas engineers etc.) are usually sourced through a main reputable contractor (e.g. one of the measured term contractors). No contractors are employed who are not registered with the appropriate professional body (i.e. Electricians – NICEIC, Plumbers – CORGI etc.).

Arrangements are put in place to manages and supervise contractors whilst on site. During school time contractors are accompanied by a site manager or the Business Manager at all times. During school holiday periods the Business Manager, or a Site Manager has responsibility and the contractors are monitored.

Any member of staff who has a concern about the working practice or appropriateness of the behaviour of a contractor is encouraged to report this as quickly as possible to the Site Manager or Business Manager.

The Business Manager is responsible for the School's Asset Management plan and reports directly to the Headteacher.

3.4 Display Fixed Screen Equipment

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 (amended 2003) cover all display screens, the majority of requirements of the regulations apply to those staff considered as 'designated users'. The definition of a 'designated user' depends on the nature of the DSE work and the extent that a person uses DSE.

3.5 Drugs, Alcohol and Medications

The school supports and maintains regular first aid training for a number of members of staff.

The school has a policy 'Supporting Children with Medical Conditions' that can be found in the current policy folder in Shared.

The Drugs, Alcohol and Tobacco Policy can also be found in the same location.

Fire Precautions and Emergency Procedures

Sacred Heart High School's Fire Precautions and Emergency Procedures are set out in the Critical Incident Policy. In the event of any activation of any unplanned alarm during the school day, the Fire Services are called out. The school has installed a Red Care system and the Red Care centre will make the call automatically

The school aims to undertake a fire evacuation practice termly. Following the practice any issues or problems are raised by staff to Senior Leadership Team. These are reported to the School Business Manager and resolutions are sought.

The school employs a specialist to undertake an annual fire risk assessment, and identified works are included in the school's asset management plan.

Fire Fighting Equipment – The school maintains a contract with an appropriate contract for the maintenance of fire extinguishers and fire fighting equipment.

The Site Manager tests the alarm system out of school hours on a weekly basis.

Emergency Lighting – the site manager conducts inspections on a monthly basis and any defects are noted and promptly repaired by an approved contractor. The systems is inspected on a six monthly basis by an approved contractor.

3.6 First Aid

The following staff are first aid trained and their locations given

Ground Floor

Name		Location	Certificate Expiry
Barbara	Schmiedl	Reception	7 May 2020
Ansuya	Agrawal	Student Services	7 May 2020
Caitriona	Tesh	Office Manager's Office	20th February 2020
Louvain	Drewitt	Finance / Attendance office	1 April 2020
Deirdre	Cahill		4 April 2020
Luis	Andre	Site office	4 April 2020
Oscar	Salinas-Galarza		13 May 2022

Calder Building

Name		Location	Certificate Expiry
Looi	Leung	Science	4 Nov 2020
Hannah	Boggon	PE Dept	17 June 2022
Sarah	Westley	PE Dept	1 Feb 2020

Other departments

Name		Location	Certificate Expiry
Julian	Davies	Maths	28 April 2020
Charlotte	Key	RE	29 November 2022
Martin	Montague	DT	21 November 2020
Jamie	Restivo	Art	25th August 2020
Judith	Parker	MFL	15 Jan 2022
Adam	Trevelyan	maths	6th June 2020

First Aid boxes are held in various departments in addition to Student Services. It is the responsibility of the Head of Department to ensure that the first aid boxes are fully stocked and replenished. Supplies are held with Student Services and distributed by office staff.

The Business Manager will make the decision about which member of staff accompanies a pupil to hospital in the event that their parent cannot accompany them.

3.7 Hazardous Substances

Hazardous substances are not permitted at the School except where these are essential to the curriculum or maintenance purposes. The School Fire file contains details for the Fire Brigade of the location of flammable and hazardous chemicals on site. Risk assessments are undertaken for the use of all substances.

Pest Control is carried out by an approved contractor and all documentation is retained. All chemicals held in the Science Department are recorded on a register and CLEEPS cards followed for Risk Assessment, Storage, Usage and Disposal. (CLEEPS is an advisory service providing support in science and technology for a consortium of local authorities and their schools)

All unwanted chemicals are disposed of using an official supplier.

3.8 Health and Safety Advice

The School uses external services for Health and Safety advice and other services including Human Resources, Payroll, Occupational Health and DBS (Disclosure and Barring Service). The Business Manager is also a member of the local Secondary Schools Business Managers forum where good practice is shared.

Referrals to the LAs Occupational Health Unit and Counselling Services are made by the Business Manager in liaison with the Headteacher. School funds may be used where OHU have proposed the need for specialist equipment and adjustments to location and working patterns are considered.

3.9 Housekeeping, Cleaning and Waste Disposal

The School employs a contractor to undertake the cleaning and rubbish disposal from the building. The contractor has a specification to work to including risk assessments. The contract is monitored by the Cleaning Supervisor, Site Manager, Area Manager and the School Business Manager. Any Health and Safety Issues which may arise are dealt with swiftly.

The Duty Site Manager on duty is responsible for cleaning up all spilt fluids and all staff have a duty to report concerns to the Site Manager, Business Manager or Student Services.

Internal inspections of the building are carried out continually during severe weather conditions.

In the event of snow and ice a salting and clearance plan is put into operation. The paths kept are well established and the salting regime is repeated according to conditions. Advice is given to students and staff by briefing, assembly and registration according to the circumstances. Outside areas will be out of bounds should the need arise .

The School engages the local authority waste management services to remove rubbish from the site. The School takes and follows advice from the local waste management authority on the appropriate removal of certain waste such as fridges, and spent electrical fittings and a budget is set aside for this purpose. Where building rubble and other disposables such as broken furniture etc is to be disposed of the School uses a reputable company and follows and advice they provide.

3.10 Handling and Lifting

A member of the Site Staff has been trained as a Manual Handler trainer and offers training to other staff.

However staff are advised not to lift or carry heavy items except where this is part of their duties i.e. Technicians. Trolleys have been provided to staff where there is a need to for move equipment on a regular basis, i.e. Science equipment to labs.

All staff are advised to ask the Site Management Staff to move any heavy or large objects.

The Site Management staff are advised against lifting which is beyond their capacity and are provided with trolleys, wheelbarrows, etc. which enables most jobs to be undertaken safely. Due to limited lift access to all areas of the school, certain jobs are outsourced to specialist contractors.

3.11 Infectious and Communicable Diseases

The School's Student Services has been provided with details on the correct reporting of infectious diseases to the Health Protection Unit and LA by the local PHT.

Student Services Staff are briefed by the School nurse and are aware of the NHS helpline facilities. Procedures for preventing the spread of infectious diseases and for dealing with children with vomiting are followed by Student Services and First Aid Staff including the wearing of rubber barrier gloves when dealing with bodily fluids, such as vomit.

3.12 Inspections and Audit

The Business Manager and Site Manager undertake regular inspections of premises as part of their duties. All areas of the site are checked after building works (particularly during school holidays) and decisions made about the whether to reoccupy the building. Action is taken to seal off, barrier or fence and put out of bounds any area which cannot be returned to normal standards of health and safety.

The School welcomes the assistance given by the LA on all Health and Safety and pursues a policy of cooperation and openness with all necessary audits by the LA and other relevant bodies. The School's Business Manager is responsible for drawing up and expediting any action plans arising from risk assessment and audits in liaison with the Headteacher and Site Manager.

3.13 Lone Working

Staff are not allowed on site without the presence of a site manager.

Measures are taken to protect staff working in the School outside of normal school hours. The School has access control at all times with certain exceptions during holiday periods when the perimeter of the school buildings is secured and access routes are restricted.

All visitors sign in and out of the building (staff sign in and out during holiday times).

Staff are advised that where they make an ad-hoc visit to the site during holiday times they must sign in so that the Site Manager is aware they are on site.

Staff are advised against lone working and encouraged to work together in one area (such as the general office) when only a few staff are in.

The Site Manager monitors the presence of staff during holiday times and will discuss any concerns with the Business Manager or the Headteacher

The School has a system of ID passes for all staff, visitors and contractors. Staff are told to challenge people around the building who are not wearing ID badges.

Where an intruder is identified staff are advised to report to the Senior Leadership Team, the Site Team or Student Services immediately for an assessment to involve the Police or escort the person(s) off site. Staff are advised not to challenge intruders physically.

3.14 Maintenance/Inspection of Plant and Equipment

Regular testing is carried out of the following equipment as appropriate:

Item	Department/Location	Note
Fume Cupboards	Science	Annual
Dust Extraction Systems	Technology	Annual
Boiler Plant	Main block, Science and Tech boilers rooms	Quarterly
PE Equipment	Gym	Annual
Portable Appliances	Across the site	Annual
Water systems	Across the site	Six monthly
Fire Extinguishers	Across the site	Annual
Fire Alarm & Emergency Lighting	Across the site	Six monthly/Weekly
Lift Equipment	Lift shaft	
Intruder Alarm	Across the site	Annual

3.15 Reporting Defects

Day to day defects are the responsibility of the Site Manager.

Remedial action is either undertaken by the Site Management team or referred to a known contractor.

If necessary areas will be cordoned off until repairs have taken place. Warning signs will be used to advise persons concerned of risk.

3.16 Risk Assessments

The Business Manager is responsible for all general risk assessments that fall outside of departmental curriculum matters.

The school uses the services of the LA Health & Safety Representative to access risk assessments for all over night trips.

Curriculum risk assessments are assessed and incorporated into schemes of work.

3.17 School Trips and Educational Visits

The School has a fully documented Trips Policy. This can be found in the I:/ drive of the school's network.

Normal non-hazardous trips must normally have requested permission 3 weeks before the date of trip.

For trips involving an overnight stay, hazardous elements or trips abroad, the request must be made 3 months in advance and permission obtained from the Headteacher and Chair of Governors.

3.18 School Transport and Driving

No member of staff is allowed to drive students in any capacity unless it is part of a school trip and appropriate test, vehicle, licence and insurance has been obtained.

Staff are not allowed to transport students in their own cars

3.19 Smoking

Smoking is not permitted on any part of the school site. Staff wishing to smoke must leave the school premises.

Staff are discouraged to smoke near the school premises.

3.20 Stress

The School makes use of the LA contracted counselling service and undertakes interviews with staff concerning stress when this is judged appropriate by line managers. The information is available from the Business Manager and is confidential to the Business Manager and Headteacher.

The Headteacher is responsible for monitoring the work-life balance of staff in the School and the Governing Body are responsible for monitoring that of the Headteacher.

3.21 Vehicles On Site

Staff vehicles are left on site at the owner's risk. The school is not liable for damage.

All staff and visitor vehicles must be parked within the permitted parking areas in order to preserve a path for emergency vehicles. Parking is monitored by the Site Manager and Business Manager and staff are encouraged to report to the Site Team any vehicles which are inappropriately parked.

Deliveries are made to the appropriate areas as signposted around the site. Specific areas are marked not parking where the ground may be dangerous or blockage may occur. Contractors are always asked to park in the marked areas except where tools and equipment may be required in the location of the job in which case permission can be sought from the Site Manager and Business Manager.

Where large lorries have to be brought onto site special arrangements are made and if no banksman or assistant is provided by the visiting vehicles then Site Staff control the vehicle movement around the site. This may mean opening the Hammersmith Broadway gate for access to reduce the risk to pupils and staff.

3.22 Violence to Staff / School Security

To reduce the risk to staff and maintain school security the following measures are in place:

- Access control at site entrance through the day
- Access control on main visitor reception;
- Full signposting on the site
- Pro-active challenge culture to non-accredited visitors;
- CCTV system covering all relevant entrances and exits;
- Senior Teachers on duty at the end of the day;
- Identity cards are provided for all staff. It is a school rule that these are worn.
- All visitors, supply teachers and contractors are provided with a temporary visitors pass and precluded from continuing past reception unless these are displayed.
- ID badges are collected when visitors sign out;
- Staff are instructed not to have physical contact with other staff, students, visitors or intruders except where there is imminent danger to other persons. However, they must always be mindful of their own personnel safety in these situations.

3.23 Working at Height

Staff using step ladders will not exceed the recommended height for the equipment in use. Staff should not use ladders without a second member of staff being present or working with the Site Manager.

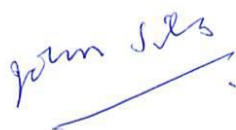
Staff must use the tower frames (which has been purchased) when working at height and observe all safety measures.

4 RATIFICATION

This Policy has been reviewed and ratified by the Headteacher and Governing Body on 19 November 2019. The Policy will be reviewed in October 2020.



Mrs M Doyle
Headteacher



John Sills
Chair of Governors

