

MONKSEATON HIGH SCHOOL

HEALTH & SAFETY POLICY

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Business Manager (MAD)	27.10.23	1.1	Revised version: <ul style="list-style-type: none"> Added a reference to guidance from the Health and Safety Executive on incident reporting in schools. Removed section relating to health and safety committee. Removed section on asbestos. Added section on slips, trips and falls. Added organisational structure. Other minor amends for clarity.
Business Manager (MAD)	23.10.24	1.2	Revised version: <ul style="list-style-type: none"> Personnel details updated. Minor updates following new LA guidance.

1. Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act 1974 and all other applicable legislation and approved codes of practice.

The school is committed to:

- Providing a safe and healthy working environment for staff, students and visitors.
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, controlling them to an acceptable level.
- Providing effective information, instruction and training for Governors, staff and visitors.
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff.
- Encouraging the reporting of all work-related accidents, incidents and their subsequent investigation to facilitate the prevention of recurrence.
- Measuring and reviewing performance and taking actions on lessons learned.
- Continual improvement in health and safety management and performance.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities or following changes to legislation.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

The Governing Body has the following responsibilities:

- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school.
- Take an active role in the development and review of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance.
- Ensure health and safety issues are covered at meetings of governing bodies, either through a special meeting or as a standard agenda item.
- Provide information to the Local Authority on health and safety matters when requested.
- Ensure adequate resources are given to safety issues.
- Ensure adequate training is provided for both governors and staff.
- Promote the active participation of workers in improving health and safety performance.

3.2 Headteacher

Overall responsibility for the day to day management of health and safety rests with the Headteacher.

The Headteacher has the following responsibilities:

- Cooperate with the Governing Body to ensure the health and safety policy and procedures are implemented and complied with.
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors.
- Ensure that effective arrangements are in place to proactively manage health and safety through the production, revision and implementation of risk assessments.
- Report to the Governing Body on health and safety performance and any safety concerns which may need to be addressed by the allocation of funds.
- Ensure that the premises, plant and equipment are maintained and in good working order.
- Report to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure that consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

3.3 School Health and Safety Coordinator

The School Health and Safety Coordinator (Business Manager) provides support to the Governing Body and the Headteacher to enable them to fulfil their health and safety duties.

The Health and Safety Coordinator has the following responsibilities:

- Ensure they are familiar with school's health and safety management systems.
- Coordinate and manage the annual risk assessment review process for the school.
- Coordinate the annual workplace monitoring inspections and performance monitoring process.
- Keep up to date with health and safety legislation and case law.
- To coordinate the provision for the inspection and maintenance of work equipment throughout the school.
- Manage the records of all health and safety activities including management of the fabric of the building and building services.
- Advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, students and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general.

- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.

3.4 Faculty Leaders

Faculty Leaders support the Governing Body and the Headteacher to fulfil their health and safety duties within their area of control.

Faculty Leaders have the following responsibilities:

- Actively lead the implementation of the Health and Safety Policy.
- Ensure that all equipment and machinery is maintained and in good working order and defective equipment is not used until the necessary repairs are carried out.
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.).
- Ensure risk assessments are undertaken in line with the school policy, for the activities for which they are responsible and that identified control measures are implemented.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- Consult with staff on all health and safety issues.
- Ensure that contractors directly engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.

3.5 Staff Safety Representatives

Where a health and safety representative (Union or non-Union) has been appointed, they will have the following functions:

- Investigate potential hazards to examine the causes of accidents in the workplace.
- Investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.

- Make representations to the Headteacher on general matters affecting the health, safety and welfare of employees.
- Carry out work place health, safety and welfare inspections.
- Attend safety committee meetings.
- Cooperate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

3.6 Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

All employees have responsibility to:

- Take reasonable care for their own health and safety and anyone else who may be affected by their work.
- Comply with the school's Health and Safety Policy and procedures at all times.
- Exercise effective supervision of students within their control and to know the procedures for fire, first aid and other emergencies.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.7 Students

All students must be encouraged to follow all safe working practices and observe all school safety rules.

Students, allowing for their age and aptitude, 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.
- 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.
- Inform any member of staff of any situation which may affect their safety.

3.8 Visitors and other users of the premises

Where the facilities are shared, it must be ensured that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers e.g. (catering/cleaning contractors, parents and outside staff.)

- The Business Manager will ensure that a suitable system is implemented whereby visitors are required to record their visit to the school and the time they leave. This will include all visitors to the school including Governors, contractors, and volunteers.
- Visitors will be required to wear a visitors' identification badge and be accompanied at all times by a responsible employee (unless they are a regular visitor who has passed safeguarding checks).
- Should a fire/emergency occur or the fire alarm be activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported and an investigation undertaken as soon as possible by the Headteacher.

3.9 Health and Safety Advice

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They will:

- Advise the school on health and safety legislation and relevant updates.
- Provide workshops and training on a range of statutory health and safety requirements.
- Provide guidance documentation to support health and safety management.
- Undertake a health and safety audit on a three-yearly basis, giving advice on improvement and promoting best practice across the school.
- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.
- Consult with Headteachers and Trade Unions via the School H&S Forum.

4. Procedures and Arrangements

4.1 Introduction

The following procedures and arrangements have been established within our school to provide a safe and healthy working environment for staff, students and visitors.

4.2 Accident/Incident Reporting & Investigation

The school is aware of the need to record incidents to enable monitoring of the safety management system and the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Manager / Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death.
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs.
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Business Manager / Headteacher will report these to

the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome.
 - Severe cramp of the hand or forearm.
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach.
 - Hand-arm vibration syndrome.
 - Occupational asthma, e.g. from wood dust.
 - Tendonitis or tenosynovitis of the hand or forearm.
 - Any occupational cancer.
 - Any disease attributed to an occupational exposure to a biological agent.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*.
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment.

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

North Tyneside Council's Incident and Accident reporting system is utilised for recording such incidents to the Local Authority, this will be the responsibility of the Business Manager.

All accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by the Headteacher / Business Manager.

4.3 Communication, Consultation & Training

Communication and Consultation

The school has established arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. Microsoft Teams is utilised for this purpose with a dedicated area for health and safety. Staff can raise issues with the Senior Leadership Team at anytime.

Health and Safety Training

All employees will be provided with induction training in the requirements of this policy and will be updated in response to any significant change. Training records will be held centrally. The Business Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

4.4 Construction (Design and Management)

Where any construction works are carried out, the school will liaise with North Tyneside Council to ensure works are appropriately planned and competent contractors are appointed. The school will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. The school will ensure that any health and safety file, prepared in relation to any project, is obtained from the contractor following completion of the works and kept readily available for inspection.

Contractor Management

The school will carry out checks to ensure that any contractor used is competent and that any works are carried out safely. All contractors will be required to have current registration with a contractor safety scheme (e.g. CHAS) or will be required to complete a Pre-Qualification Questionnaire (PQQ) which the school will review following completion. Once onsite, the contractor will be supervised by school staff to ensure ongoing safety and security of the school.

4.5 COSHH (Control of Substances Hazardous to Health)

All reasonable steps will be taken to prevent staff and students from exposure to substances hazardous to health. Where this cannot be achieved, a COSHH risk assessment will be produced and communicated to relevant staff. An inventory of all hazardous substances on site will also be produced and reviewed on a termly basis. Nicky Boak (site manager) is the COSHH coordinator who will be responsible for this.

4.6 Display Screen Equipment (DSE)

All staff who are required to work with display screen equipment for over an hour a day are instructed to carry out a DSE self-assessment and forward the evidence to their line manager. Staff who have been identified as a DSE user are entitled to an eyesight test every 2 years by a qualified optician.

4.7 Educational Visits

The Educational Visits Co-ordinator is Marie-Anne Dowson (Business Manager) and they are responsible for overseeing procedures and documentation for all educational visits. North Tyneside Council's *Health and Safety of Students on Educational Visits* is implemented by the school.

4.8 Emergency/Fire Arrangements

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The Headteacher will ensure a fire risk assessment is undertaken, implemented and reviewed every two years or when there is a change in environment or work activity/process.

Fire and emergency evacuation procedures are detailed in the Emergency Evacuation Plan which can be found in Teams. These procedures will be reviewed annually. Staff and visitors will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing in to the school. Employee induction training will be supported by termly evacuation drills which will be recorded in the fire log book.

All students, staff and visitors with limited or impaired mobility (or who may for other reasons have difficulty in safely evacuating the building) will have a personal emergency evacuation plan (PEEP) detailing what assistance will be given in an emergency.

Service isolation points are located:

- gas - boiler room (G70).
- electricity - external building (blue door).
- water – boiler room (G70).

These are identified by appropriate signage.

4.9 Employee Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

4.10 First Aid & Medication

First Aid

The school is committed to providing sufficient provision for First Aid to deal with accidents and injuries that arise at work. An up-to-date list of first aiders is held in the main office.

It is the responsibility of Michelle Brogden to check all First Aid kits on a half termly basis to ensure they are adequately stocked.

An AED (automated external defibrillator) is located outside of the main office.

Medication

Main office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by main office staff.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the main school office and refrigerated meds kept in clearly labelled container within a fridge which is also in the main office with access strictly controlled. All students know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept by the main office and are clearly labelled.

4.11 Lettings

Marie-Anne Dowson (Business Manager) will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

4.12 Manual Handling

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by Nicky Boak (Site Manager) and brought to the attention of relevant staff.

4.13 Risk Assessment

General

The school conducts and documents risk assessments for all activities which present significant risks to the staff, students and visitors. They are coordinated by Marie-Anne Dowson (Business Manager) and are subject to approval by Deon Krishnan (Headteacher).

Risk assessments are available for all staff to view and are held centrally on Teams. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Curriculum

Risk assessments for curriculum activities will be carried out by relevant Faculty Leaders / subject teachers using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into texts in daily use, scheme of work / lesson plans etc.

Lone Working

The school recognises that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have determined, by risk assessment, those activities where work can be done safely by one unaccompanied person.

Individual Risk Assessment

The school recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and students. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:

- New/Expectant Mother.
- Person with a disability or a short-term ailment (including those using crutches).
- Inexperienced member of staff.

The Business Manager along with relevant Faculty Leaders, in cooperation with the individual (and their parent/guardians in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

4.14 Safe Driving

Minibuses

All drivers for school minibuses must be over 21 and hold a full Category B (car) licence with D1 entitlement. Drivers must also undergo a formal system of driver assessment. Marie-Anne Dowson (Business Manager) maintains a list of approved drivers, who are subject to annual checks of their driving license – this information is held on Teams.

All school approved minibus drivers are expected to complete a pre-use checklist prior to every journey, if any issues are identified the driver is to inform Nicky Boak (site manager) who will implement remedial actions.

Traffic Management

Vehicular access will be prohibited at times when students are entering/leaving the premises. Where the premises allow, traffic routes will be a one-way system and speed limits of 10mph enforced with speed limit signs displayed. Cars must be parked in designated parking bays as access to the school must be kept clear at all times for cases of emergency.

4.15 Premises Management

Inspections

A general inspection of the site will be conducted by Nicky Boak (Site Manager) / Nicola McCall (Assistant Caretaker) on a daily basis. Inspections of individual departments will be carried out by Faculty Leaders on a half termly basis. These inspections will be recorded on the inspection checklist.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

A named Governor will be involved in monitoring the school's health and safety management systems on an annual basis and report back to the Governing Body.

Asbestos

There is no asbestos in the school building.

Legionella

A Legionella risk assessment for the school is completed by Clear Flow. It will be reviewed every two years or where significant changes have occurred to the water system and/or building footprint. Nicky Boak (Site Manager) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. Records will be kept of all maintenance, temperature monitoring and sampling which have been carried out.

4.16 Safeguarding and Security

Safeguarding

The School has an established safeguarding procedure in place; all admissions and/or queries should be directed to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads.

Security

To ensure there is a clearly defined route between the entrance and reception, the school will maintain only one point of external access/egress throughout the school day; this will be in operation between the times of 08.30-15.45

Visitors will be required to report to reception, state the reason for their visit and sign in. Following sign in, main office staff will issue a badge which will identify the individual as a visitor; this badge must remain visible at all times throughout their visit. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. In the event that the visitor refuses to comply with the above procedures, they will be asked to leave the site immediately and Emily Thompson (DSL) and Deon Krishnan (Headteacher) informed. The Headteacher will consider the situation and decide if it is necessary to inform the police.

The visitor must not be allowed to move around the site unaccompanied unless they have met the schools Enhanced DBS criteria. Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the aforementioned school contact will take him/her to the fire assembly point. Should an incident/accident occur involving a visitor, it must be reported to the school and an investigation must be undertaken as soon as possible by Marie-Anne Dowson (Business Manager).

4.17 Work at Height

Where work at height activities cannot be avoided a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height. Only employees who have had the necessary training are authorised to work at height. The school's nominated person(s) responsible for work at height is Nicky Boak (Site Manager).

Access equipment such as ladders, stepladders and kickstools are subject to monthly recorded inspections to ensure they are suitable and in good working order, it is the responsibility of Nicky Boak (Site Manager) to carry out these checks.

4.18 Work Equipment

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by Nicky Boak (Site Manager).

All staff are required to report to Nicky Boak (Site Manager) any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Faculty Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will also ensure specific training or instruction needs, personal protective equipment requirements are provided and relevant risk assessments conducted where required.

Electrical Safety

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Inspection and testing of all portable appliances will be carried out on an annual

basis. Nicky Boak (Site Manager) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. A fixed electrical installation test (fixed wire test) will be conducted on a 5-year cycle.

Gas Appliances

All gas appliances are subject to an annual gas safe check. No person shall interfere with any gas appliance or gas fitting/pipe work unless qualified and competent to do so.

Lifts/Lifting Equipment

The school will service lifts and lifting equipment as per the The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. FM4U carries out tests and examinations on a 6-monthly basis. All thorough examination reports will be kept for as long as the equipment is being used.

4.19 Slips, Trips and Falls

The school will ensure that all areas are adequately lit and that appropriate handrails are in place. All floors will be regularly cleaned and maintained to prevent accumulation of dirt, dust and other substances that may cause slipping. Non-slip flooring will be installed in areas prone to slipping such as bathrooms and kitchens; warning signs will be placed to warn of potential slip hazards.

Corridors and walkways will be kept clear of obstructions. Cables and wires will be secured to prevent tripping.

4.20 Workplace Health, Safety and Welfare

The school will ensure that it meets the health, safety and wellbeing needs of staff, students and visitors, this will include providing:

- Sufficiently ventilated enclosed work areas.
- A reasonable comfortable temperature within school.
- Suitable lighting.
- Adequate space for activities.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.

Appendix A. Organisational Structure

Governing Body						
Headteacher						
Deputy Headteacher		Business Manager				
Assistant Headteachers x 3		Site Manager	Office Manager	Finance Officer	Data & Exams Manager	IT Technician
Faculty Leaders x 6 Assistant Faculty Leaders x 3	Pastoral Leader	Assistant Caretaker	Admin Staff			
Teaching Staff	Year Leaders x 4					
Learning Support Assistants		Cleaners				

Appendix B. Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Health & Safety Policy		
2. Name of person(s) completing this form:	Marie-Anne Dowson		
3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
4. Equality Target Group (highlight):	Negative impact – it could disadvantage	Reason	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.		
5.		Yes	No
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			
Is the impact intended?			
Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme & action plan)		Yes, No, or N/A	If yes, please provide details
Eliminate unlawful discrimination, harassment and victimisation			
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			
7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?			
8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?			
9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?			
10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.			
10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?			
A) No changes required.			
11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.	Yes		
Annual review and report to governing body.			

