Health & Safety Policy

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1. Introduction

Phoenix Bay School is committed to ensuring good health and safety practice across all areas of school life. We take our responsibility for the health and safety of staff, students, volunteers and visitors to the school very seriously. This policy, together with the school's risk assessments and other relevant health and safety procedures, is designed to ensure compliance with the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation, so far as is reasonably practicable.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students, and members of the public.

This policy will be brought to the attention of all members of staff on induction, as an annual reminder at the beginning of each academic year, a master copy will be held in the main office.

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the Principal, Directors and Advisory Board carry the key responsibilities for assessing, recording, and implementing the correct health and safety procedures.
The Directors and Principal recognise that it is their responsibility to provide the safest school environment as is reasonably practicable.

Phoenix Bay health and safety organisational structure:

Directors

⬇

Principal

⬇

Advisory Board

⬇

School Employees

⬇

Students

2. Roles and responsibilities

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, students, parents, volunteers, contractors, and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- to produce and regularly review the Health & Safety Policy for the School. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- to monitor both compliance with, as well as the effectiveness of, this policy
- to provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- The Advisory Board to assist the Directors in discharging its legal obligations, defined by the Management of Health and Safety at Work Regulations 1999
- the specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service's Health & Safety Guidance Notes for Independent Schools.
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- the Principal and Chief Operations Officer will act as representative for health and safety management.

2.1 The Duties of the Principal

The principal has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the school premises or participating in Phoenix Bay School sponsored activities.

In particular, the principal takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Advisory Board to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the Directors are aware of and up to date with any health and safety legislation or reasons for change in health and safety provision

- ensuring that all staff, students, and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills (at least termly) are undertaken and accurately recorded on the school register.
- ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- The Advisory Board to co-operate with the Directors to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the policy and other appropriate health and safety information to all relevant people including contractors
- The Advisory Board report to the Directors on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- The Advisory Board report to the Directors any significant risks or policy requirements which cannot be met within the establishment's budget
- identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Principal may choose to delegate certain *tasks* to the Chief Operations Officer.

The role of Health & Safety Coordinator for Phoenix Bay School has been delegated to the Chief Operations Officer, in conjunction with Seale Hayne.

2.2 The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator has the delegated task of assisting the Principal discharge their duties in relation to day-to-day health and safety management.
To do this the health and safety co-ordinator will support the Principal to:

- co-ordinate and manage the risk assessment process for Phoenix Bay School
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Directors.
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Landlord, European Land Ltd, if funds are not available
- assist with the identification of training needs and training delivery across Phoenix Bay School to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- The specific arrangements adopted will be guided by current health and safety legislation, HSE guidance and relevant guidance for independent schools.

2.3 The Duties of all Members of Staff

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. All employees are required to take reasonable care of their own health and safety at work and that of others who may be affected by their acts or omissions. This also applies to volunteers working under the control of Phoenix Bay School.

Specifically, all employees have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work
- Always comply with Phoenix Bay's health and safety policy arrangements
- report all accidents and incidents in line with the reporting procedure
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- report all defects in the condition 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.

Volunteers and agency staff at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

2.4 Students' responsibilities

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety for staff to be able to
carry out their roles effectively. As members of the school community, students take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.
- to observe standards of behaviour and dress consistent with safety and/or hygiene
- to observe all the health and safety rules of Phoenix Bay and, in particular, the instructions of staff given in an emergency
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

Students that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's Relationship and Behaviour policy if the circumstances require it. We expect students to follow the school code of conduct, as this helps maintain good health and safety around the school.

3.Safe behaviour and code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for

behaviour support. Most of these are outlined in the school **Relationship and Behaviour Policy.**

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

- **Prescription drugs**
  Carrying, supplying, or taking prescription drugs illegitimately could result in a permanent exclusion.

- **Non-prescription drugs**
  Some over the counter drugs can be harmful if misused.

- **Medication**
  We are aware that it may be necessary for some students to take medication during the school day. Parents/Carers should make the school aware of this in writing as soon as their child starts taking the medication, and the correct documentation completed and signed by a member of staff and a member of the Leadership Team. All medication will be stored in a locked First Aid cabinet, and signed by a member of staff and Leadership.

3.1. Alcohol
Consuming, carrying, or supplying alcohol is strictly prohibited for students and staff. Any pupil involved in any alcohol-related activity may be permanently excluded. Staff should be aware that alcohol related behaviour in school will result in disciplinary action.

All of these rules also apply when travelling to and from school.

3.2. Challenging Behaviour
Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by students, staff, or visitors to the school. This includes parents/Carers. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our Relationship and Behaviour Policy.

4. Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

4.1. Health and safety file

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy. The file should serve as the central health and safety record for the school. Details of the following should be kept in the file (where applicable):

- a current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, first aiders (include date certificates expire), fire evacuation • a register of risk assessments completed for the school / department • copies of risk assessments including:
- Risk Assessments are available for all staff to view and are held centrally in the main office
- completed accident records sheets uploaded to Assure
- copies of any accident report form sent to Health and Safety Services, through Assure, plus the report of any investigation made into the accident/incident and details of any remedial action taken following an accident or incident.
- details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical/ biological or radiological spillage, location of first aid kits and first aiders, etc.
- date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspection.
- other equipment maintenance and service records
- fire drill records – dates and performance [clearance time; details of any problems, etc.], recorded on the Single Central Record.
- health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training.
- copies of annual health and safety audit checklists and action plans.
- copies of memos and reports received following visits from Health & Safety Services staff.

Risk assessments will be reviewed at least annually and sooner where required, including following an incident, accident, near miss, significant change or any other circumstance that may affect the level of risk

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

4.2. Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the Principal and Health and Safety coordinator. This policy and the health and safety file will be reviewed by the Directors, Principal and Advisory Board due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees

- following any enforcement action, i.e., by the HSE or local authority.

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day-to-day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms

5. Procedures and Communication

5.1. Accidents

- **Procedure and reporting**

  In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to the Principal. A first aider should assess the injury as soon as possible.

If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents/carers (or emergency contacts where the parent/carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or carer.**

If a student needs to be taken to hospital, and a parent/carer is not immediately available, a member of school staff will accompany the student to hospital and wait for the parent/carer to arrive.

Students will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the First Aid room until they can be collected.

- **Recording an accident**

  All employee accidents must be reported to the Principal and the details logged on Assure portal.

Accidents to students and other non-employees should be recorded on Assure. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Directors.

The Principal will investigate accidents and take remedial steps to avoid similar instances recurring.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Notes.

- **Investigation**
  An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:
  deaths
  - 'Specified injuries' in respect of employees or students
  - over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
  - 'Specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
  - 'Occupational diseases'
  - 'Injuries resulting in hospital visits for treatment in respect of students and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

The Directors may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

5.2. Lone workers

Any staff, students, contractors, or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

5.2.1. Risk of violence

- staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- late meetings must finish promptly and not leave one member of staff alone on-site.
- staff must not approach, or let into the buildings, unauthorised persons when lone working.

5.2.2. Staff are advised to:

- avoid lone working wherever possible by arranging to work in pairs or as a group. Always carry either a mobile phone or school telephone when lone working.
- let someone know you are coming into work, how long you expect to be and when you are leaving.
- comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

5.2.3. Staff intending to work on site after official opening hours MUST take the following actions:

- Inform the Principal their times of arriving and leaving the school.
- Be vigilant about their personal safety and take all reasonable precautions to protect themselves and their belongings.
- do not bring valuables or large sums of money onto the school site or leave visible in the car

- ensure that their car is insured against damage at work/whilst working off site
- wear their security identification badges at all times
- ensure they are not left alone with a student or student's family member after hours – arrange a chaperone if this is likely.
- ensure that if working alone with a student the door is left open and other staff are nearby and aware
- report any suspicious activity /people who do not display appropriate signage
- move their car to a nearer lighted area as soon as possible and before dark in winter
- ensure they have notified their Line Manager that they will be working late/alone and their likely finish time.
- confirm with their Line Manager when they are ready to depart
- ensure they have access to a landline phone, a mobile phone or walkie-talkie.
- ensure the main access door to the school site is locked from inside whilst working and securely locked when leaving
- ensure that they have access to the emergency numbers list (Security/Police/Hospital)
- ensure that they have safe exit routes and arrangements for returning home
- ensure that they have access to any personal medicines/kit they may require.

5.2.4. Staff undertaking Family/Carer Visits MUST ensure that:

- a family/carer Risk Assessment re likelihood of abuse is undertaken prior to arranging the visit - based on case notes - and where applicable the visit should be conducted by two members of staff or conducted on school premises.
- the visit is logged with family details and address and timings.
- a designated person is allocated to ensure a post-visit check in.
- you notify the designated person within 30 mins of completing their visit that they have left the family/carer.
- park the car outside the home if possible or in a safe location nearby. If necessary, ask a family member to accompany you back to the car if the neighbourhood poses a threat to you personally.
- during the visit you take all reasonable precautions to ensure personal safety including having access to a mobile phone and, if necessary, cutting short the visit.

5.3 First aid

- First aid kits and first aid equipment are available at appropriate locations across both school sites: Pavilion (Secondary) and Big Red (Primary). The locations of first aid equipment and trained first aiders are detailed in the First Aid Policy and relevant site arrangements.

5.3.1 Emergency procedures

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the principal, the staff member's nominated person, or the emergency services.

5.3.2. Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height • Manual handling of heavy or bulky items**
- **Transport of injured persons.**

5.3.3 One-to-one lessons

- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

6. Building and site maintenance

6.1 Asbestos

As Phoenix Bay School rents the premises from European Land Ltd, responsibility for the management of asbestos within the building rests with the landlord where specified under the tenancy and relevant arrangements. Phoenix Bay School will follow the landlord's Asbestos Management Plan and will ensure that staff and contractors are made aware of relevant asbestos information before undertaking work that could disturb the fabric of the building.

Copies of the relevant documents are available from Daniel Robin, Site Manager.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to at the earliest opportunity.

6.2 Communication and Training

Health and Safety Training

All employees will be provided with:

6.2.1 induction training in the requirements of this policy

6.2.2 updated training in response to any significant change training in specific skills needed for certain activities as identified by the relevant risk assessment

6.2.3 refresher training where required.

Training records are stored electronically on the school's training matrix, the Principal 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.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

6.3 Consultation

Consultation of day to day matters will be achieved by daily briefings and debriefings.

Members of staff with concerns should raise them initially with the Principal or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Services for Schools and Academies Health and Safety Officer, for concerns of employees which cannot be resolved locally.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

6.4. Contractors

All contractors must report to the main office where they will be asked to sign in, read the Safeguarding on-line leaflet, and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. If the contractor is employed by European Land, to ensure contractor competency, **European Land** will undertake competency checks prior to engaging any contractor.

In respect of construction works, Phoenix Bay, as the tenant, will have no responsibility for construction works as this is the landlord's responsibility.

European Land have a responsibility to ensure that the client's duties under the Construction (Design
& Management) Regulations 2015 have been understood and complied with. Specifically, Daniel Robin, Site Manager, will ensure that any Designer/Principal Designer and Contractor/Principal contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site. **This is the responsibility of the landlord.**

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Notes.

6.5. Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Principal, Health & Safety Coordinator and teacher.

6.6. Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use).

Employees must be informed of this entitlement and the process to follow within the school. For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

6.7. Fire and Emergencies

The Principal/Chief Operations Officer is responsible for ensuring that the school's fire risk assessment is reviewed at least annually and whenever there is a significant change to the premises, activities, occupancy or other circumstances that may affect fire safety.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plans for Pavilion (Secondary) and Big Red (Primary), which are held at the respective sites. All staff will be briefed on the relevant procedures at induction and reminded regularly. Fire drills will be undertaken at least termly and records maintained. Evacuation procedures will also be communicated to contractors and visitors as appropriate.

The Principal is responsible for ensuring that the school's fire safety records are kept up to date.

6.8. First Aid

The School has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

Emergency First Aid at Work Trained Staff:
Ben Miller, SLT
Katie Sloane, Wellbeing manager
Abi Griffiths, Well-being team
Bryony Lowis, Admin
Teegan Banks, Assistant business manager
Alanah Darling, Lead learner
Sam Sampson, Well- being mentor
Joy Preece – Mental Health Lead

For full details relating to first aid, reference should be made to First Aid Policy.

6.9. Legionella

As Phoenix Bay School rents the premises from European Land Ltd, responsibility for the building's water hygiene and Legionella management arrangements rests with the landlord where specified under the tenancy and relevant arrangements. Phoenix Bay School will cooperate with the landlord and follow relevant control measures.

Copies of relevant water hygiene and Legionella management records will be made available to the school as required.

6.10. Maintenance of Equipment

There is little in the use of work equipment aside from electrical appliances, computers and printers. Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the European Land.

All staff are required to report any problems found with equipment to the Principal. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.
The following specific statutory inspections and tests will be undertaken:

- Electrical installation inspection every 5 years by European Land as part of the Tenancy and Service Level Agreement.

- **Portable Electrical Appliances** All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Principal.
- All portable electrical equipment will be subject to appropriate visual inspection and, where identified through the school's risk assessment, formal inspection and testing at an appropriate frequency. The frequency of testing will be determined according to the type of equipment, its use and the level of risk.
- Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

6.11. Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in the main office.
For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Notes.

7. Monitoring

The Principal will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health, Safety & Wellbeing Service. Feedback from this process is to be referred to the Directors.

A general inspection of the site will be conducted each term and be undertaken by the Principal/CEO, COO and the Site Manager. Feedback from this process is to be referred to the Advisory Board.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Assure Review by the Health and Safety Officer, Services for Schools and Academies.
- Training audits by the Directors and Advisory Board.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

8. Personal Safety and Security

8.1. Moving and Handling

Currently no students have a specific Handling
Plan. Staff are CPI Safety Interventions trained,
which is reviewed annually

8.2. Personal Safety

- Phoenix Bay believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate specific **Relationship & Behaviour Policy** is in place.
- Staff will report any such incidents on Assure in accordance with agreed Phoenix Bay's accident/incident reporting procedures.
- Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Principal/CEO in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.
- Staff working outside normal school hours must obtain permission of the Principal.
- Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA22 Risk Assessment.

8.3. Security

The COO/Seale Hayne Site Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

8.4. Stress/Wellbeing

Phoenix Bay is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards. We have now been awarded WAS (Wellbeing at School award).

Risk assessment findings will be electronically recorded on the Risk Assessment Review document.
For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note.

8.5. Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition.

8.6. Environmental statement

Phoenix Bay recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example.

We aim to do this by:

- reducing our use of natural resources
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and

- restoring the environment where possible.

8.7. Emergency communications
Phoenix Bay holds a record of all parent/carer emergency contact details on CPOMS/Bromcom. The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

8.8. Health and safety training
Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and students to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and students.
Employees and staff who are not specifically trained for specialist equipment are not permitted to use it.

8.9. Workplace safety
The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any staff member community should be reported to the Principal and COO.

Spillages should immediately be wiped clean; however, in the event that this is not possible, a warning sign to be put in place until the area has been cleaned.

8.10. Display Screen Equipment (DSE)

8.10.1. The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

8.10.2. Some of the potential health problems associated with incorrect use of DSE are:
- upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

8.10.3. The school adapts the following precautions to ensure a safe system of work for any staff, students, volunteers and visitors to the school.

- work areas are risk assessed and arranged to enable safe practices to be carried out.
- furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.

- furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- regular breaks are taken when working with DSE.
- the school encourages that staff, students, and volunteers or visitors report to the COO/Principal any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

8.10.4. The school promotes good DSE health and safety by encouraging students to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

Workstation	" Adjust screen height to suit seating height – generally eyes level with top of screen. " If a significant amount of your work involves copying from documents, then use a flexible document holder at the same height as screen. " Keep an organised work surface to facilitate workflow. " Avoid clutter under the workstation. " Ensure an appropriate mobile, stable and five-star base chair. " Seat back, arm rests and back rest to be height adjustable. " 2-3” of space in front of the keyboard " Be familiar with software in order to customise screen colours, etc.
Environment	" Adjust screen to reduce reflection and glare. " Clean screen and equipment regularly. " Ideally sit sideways to windows. " Maintain safe surroundings, i.e. free from tripping and electrical hazards. " Avoid excessive noise and uncomfortable temperatures.
Healthcare	" Carry out exercise programme on a regular basis plus specific movements throughout the day. " Rest eyes during work break and carry out eye care exercises. " Have eyes tested regularly.

	" Report any health-related symptoms that concern you.
Job Design	" Break up work with informal postures and different tasks. " Combine different work tasks. " Take regular breaks away from screen. " Ensure you have training in software and in know how to set up a safe workstation.
Posture	" Adjust seat height to ensure thighs and forearms are horizontal. " Desk just below elbow height.

	" Align hands with forearms. Minimal deviation of wrists. " Adjust your backrest to support the lower back. " Sit right back in the chair to maintain good lumbar support. " Keep head in natural upright position. " Do not slouch. Maintain upright position. " Head, neck, shoulders and hips to be in alignment. " Use a footrest if feet do not touch the floor. " Rest arms and hands whenever routine allows. " Space under desk for postural change, no obstacles " Top of screen at eye level.

- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure students or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible

- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

8.11. Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cupboards.
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for Students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example). NB:

European Land have a full inventory of CoSHH
There is a CoSHH cupboard in the Pavilion, Big Red and food technology room, together with a register

8.12. Occupational health services and managing work-related stress

Phoenix Bay takes the health and wellbeing of all its staff and students very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their Line Manager or a member of the Leadership team, and the school will do everything that it can to support them.

9. Policy and Procedures for Off-Site Visits

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our students, staff, or the general public through risk assessment will not be carried out.