



## Tolworth Girls' School & Sixth Form HEALTH & SAFETY POLICY

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## School statement of intent

Tolworth Girls' School & Sixth Form is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, students, volunteers and any other visitors to the school very seriously and use this policy, in line with our risk assessment documents and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in the Academy is a priority as well as a legal requirement, and all members of the Academy community have a part to play in making sure that the Academy environment is safe, which we encourage by promoting a positive health and safety culture within the Academy. The Academy 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 Academy staff will ensure that they are up to date and familiar with the Academy 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 reviewed by the Governing Body and the Headteacher:**

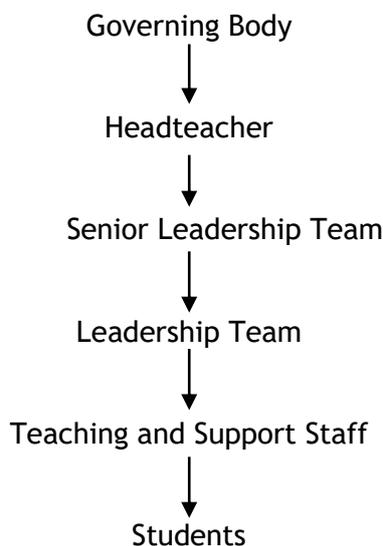
- at regular intervals;
- after accidents, incidents and near misses;
- after any significant changes to workplace, working practices or staffing;
- after any form of notice has been served.

<p>Reviewed by F, A &amp; A: February 2019 Next Review: February 2021</p>
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## 1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the Academy, but members of Academy staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

### Tolworth Girls' School & Sixth Form Health and Safety organisational structure



#### Governing Body

The governing body recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the Academy fulfils its legal health and safety obligations;
- the Academy's Health and Safety policy is being implemented and is effective;
- risk assessments are carried out regularly either by the relevant authorities and/or Academy staff depending on the nature of the activity taking place;
- the importance of good health and safety practice is promoted throughout Academy to all staff, students, parents/carers, volunteers, contractors and any other visitors;
- Academy premises and equipment are regularly assessed and reviewed in line with health and safety regulations;
- there is appropriate funding allocated to the 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 Academy, and of any changes to those arrangements.
- One member of the governing body is elected as a representative for health and safety management.

#### Headteacher

The Headteacher 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;
- of ensuring that the health and safety representative of the governing body is aware of any health and safety issues or risks that arise;

- ensuring that the information on health and safety good practice that is available to Academy staff and visitors is up to date, easily accessible and promoted throughout the Academy. This includes the Academy's 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 governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision by way of a standing health and safety agenda item;
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements;
- ensuring that all staff, students and volunteers are aware of their health and safety obligations to one another;
- ensuring that regular practice fire drills are undertaken.

### **The nominated Health & Safety officer and members of the Senior Leadership Team (SLT)**

Health & Safety Officer and SLT take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the Academy;
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy;
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety;
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the Academy;
- ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing;
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

### **Leadership Team**

The Leadership team in the Academy take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department;
- ensuring that all students, staff and volunteers understand their health and safety responsibilities and are familiar with the Academy's Health and Safety policy and procedures;
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities;
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity.

## Employees

Employees of the Academy, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the Academy's Health and Safety policy and standard procedures;
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred;
- ensuring that all the correct provisions are assessed and in place before the start of any activity;
- making sure that the students taking part in the activity are sure of their own health and safety responsibilities;
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to the premises team or a senior manager and that piece of equipment should not be used.

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

## Students

While Academy staff carry the main responsibility for health and safety provision, and the correct implementation of Academy policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order 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 Academy site and when using any equipment;
- reporting health and safety concerns or incidents to a member of staff immediately;
- acting in line with the Academy's code of conduct.

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 Academy's Behaviour policy if the circumstances require it. We expect students to follow the Academy's code of conduct, as this helps maintain good health and safety around the Academy. This can be found in the Academy's Behaviour policy and **section 2.2** of this policy. The Behaviour policy can be found on the school website [here](#)

## **2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards**

The Academy implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the Academy and apply across all areas. These are listed below.

## 2.2 Safe behaviour and Academy code of conduct

The Academy is concerned with ensuring the good health and safety of members of the Academy 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 Academy's **Behaviour and Exclusions policies** both of which are available on the school website with all our other [policies](#).

We have a staff Code of Conduct and we adhere to the Tolworth Way which can be found [here](#).

### Substance Misuse

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

#### Drugs

The Academy will not tolerate drug use of any sort on school property or during off-site school activities. The Academy takes its [Drugs and Substance Misuse](#) policy 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. We advise that students should not carry these in Academy. If they need medication they can go to the Student reception at the man entrance.

#### Medication

We are aware that it may be necessary for some students to take medication during the Academy day. Parents/carers should make the Academy aware of this in writing as soon as their child starts taking the medication.

#### Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from the Academy. For more information see the Academy's Behaviour and Exclusion policies on the [school website](#).

#### Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the Academy will not tolerate abusive behaviour by students, staff, or visitors to the Academy. This includes parents/carers. The Academy policy for dealing with

challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our **Behaviour and Exclusions policies**.

## 2.3 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 Academy's safety records and notes who is responsible for maintaining them.

### Health and safety documentation

The Academy's health and safety documentation is readily available for inspection. A hard copy of all health and safety records is available on our SharePoint portal with restricted access and backed up with electronic copy. The file should serve as the central health and safety record for the Academy. Details of the following are kept in the file:

- A current list of names of individuals with key health and safety roles - e.g., Health & Safety Officer, first aiders (include date certificates expire), fire marshals;
- A register of risk assessments completed for the school / department
- Copies of risk assessments including:
  - General risk assessments;
  - COSHH assessments; Lorraine
  - Display screen equipment workstation assessments;
  - Fire risk assessments;
  - Manual handling operations;
  - Machinery / equipment;
  - Lifting equipment and lifting operations;
  - Lone working;
  - Risk of violence and aggression;
  - Work in confined spaces, work at height, etc;
- Completed accident records sheets if online system not used.
- Copies of any accident report form sent to RBK's Health and Safety Department, 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. Sue Humphries.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections.
- Inspection and statutory examination reports relating to equipment - such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records.
- Fire drill records - dates and performance [clearance time; details of any problems, etc.].
- 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 completed health and safety induction checklists (for new staff).
- Copies of annual health and safety audit checklists and action plans.
- Minutes of meetings of the Health and Safety Committee and copy of terms of reference, membership etc.
- Copies of memos and reports received following visits from RBK Health & Safety staff.

The Academy keeps records of health and safety incidents for 5 years. The Academy examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

## 2.4 Safety review, monitoring, and evaluation procedure

The Academy's health and safety monitoring will be undertaken by the Health & Safety Officer. This policy and the health and safety file will be reviewed by the Finance, Assets & Audit committee due to triggers including, but not limited to:

- changes in key personnel;
- changes to the structure of the Academy'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 Academy monitors safe systems of work on a day to day basis in areas such as:

- kitchens;
- cleaning cupboards and staffrooms;
- laboratories;
- design technology classrooms.

Monitoring is done by staff sign in/out. A member of premises staff is always on site whilst the Academy is open; all of who are key holders. Accident reporting can be done using the online system or paper system if off accident occurs off site.

## 2.5 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 this using the online accident management system wherever possible or to a member of the leadership team/main admin office. A first aider should make an assessment of 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 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 Academy cannot contact a parent or guardian.** If a student needs to be taken to hospital, and a parent or guardian is not immediately available, a member of Academy staff will accompany the student to hospital and wait for the parent 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 school until they can be collected.

Students will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for students to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the student's needs and remain effective. A record of any medication of this sort will be kept in the school student reception office. Any medicine administered in the Academy will be recorded. [See Supporting Students with Medical Conditions](#) policy.

## Recording an accident

The Academy has an online accident reporting system backed up with accident forms which are stored in the Academy's main office. These are to be used to record **all** accidents, both major and minor. What happened, actions taken, injuries, and first aid administered are recorded.

Serious incidents will also be recorded, and reviewed by senior leaders. The Finance, Assets & Audit committee will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

## Investigation

An investigation may be launched by the Royal Borough of Kingston Health & Safety officer 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).

Senior managers or the governing body 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.

The Headteacher and the Health & Safety officer are nominated investigative officers to investigate matters internally.

## 2.6 Lone workers

### Staff

There will be some situations where staff at the Academy will be working alone or one on one with a student. Examples of this would be a staff member locking up the Academy at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Academy has provisions in place to both identify and manage these risks.

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 recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

The Academy has underpinned this with a Lockup procedure (refer to Item 5), which all staff are aware of to eliminate the risk of being locked in the Academy alone.

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.

#### **Risk of violence:**

- Staff must not arrange meetings with parents/carers 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.

#### **Communication:**

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times 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.

#### **First aid:**

- For those working on our premises, first aid kits can be found in the school office and staff room.

#### **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 Headteacher, the staff member's nominated person, or the emergency services.

#### **Access and egress:**

- Staff are required to consider weather conditions before coming into and while at work.

## Guidance for keyholders attending alarm calls after hours:

There is a nominated keyholder within the Academy who will attend alarm call outs after hours. The Academy advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable;
- does not enter the building if alone;
- looks out for corroborative evidence of intruders;
- takes necessary action; e.g., call police.

### What to take

- Your ID Card so you can identify yourself if police do attend the scene or are later called to the scene;
- A torch of a reasonable size and power;
- A mobile phone, in order to summon assistance in an emergency without having to enter the building.

### Risk assessment

- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site;
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

### What to check

- Suspicious/unfamiliar vehicles parked in the immediate area;
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc.;
- Evidence of flashlights being used or other lights left on within the building;
- Noise from within the building or outside.

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

Where there is no evidence of an intruder from the outside, enter the building: -

- Check the inside of the premises to eliminate signs of a forced entry.
- Switch on appropriate lights and proceed to re-set the alarm.
- If evidence of an intruder is discovered, withdraw and contact the police.
- Try not to disturb the scene.

### One-to-one lessons

It may be that a member of staff is working alone with a student; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

**Staff who are involved in one-to-one working, wherever possible, should do the following:**

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.

- Avoid working in isolated parts of the building, and leave the door open if possible so you and the student can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and student are visible through a window or door panel.
- If you take a student in your car, ensure they travel in the back and you have appropriate insurance. As a general rule, wherever possible, do not travel alone with a student and take another adult with you.

**It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the student is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- 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.

You can find information about the safeguarding provision in our Academy in our [Keeping Children Safe in Education \(safeguarding\) policy](#).

## Students

Students must follow the following guidelines related to lone working in the Academy: -

- All students unless supervised should vacate the site before 4:30pm
- Students who arrive before 7:45am must remain in the school hall unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm students must evacuate the building and assemble at the fire assembly point, until the all clear is given.

## 2.7 Building and site maintenance

The Resource Director is responsible for ensuring that the Academy premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The Academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the Academy premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (**see section 3**).

## 2.8 Environmental statement

Tolworth Girls' School & Sixth Form 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 Academy 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.

The Academy will carry out environmental impact assessments to regulate the impact of school activities on the environment.

## **2.9 Fire safety and evacuation procedures**

The Academy carries out whole school fire drills every term. There are emergency exits located and signposted around the Academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the Academy site, and are available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Various Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the Academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

## **2.10 Emergency procedures**

In the case of an emergency situation, the Academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the Academy. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the Academy will carry out the emergency procedures as described below.

In the event of severe weather conditions, loss of essential services causing severe disruption to the Academy e.g. mains power failure, lack of heating, lack of water etc. The Academy operates a phone tree and text messaging system to alert staff and students of potential Academy closures we also use our website and local press/radio station to keep our stakeholders informed.

### **Emergency communications**

There are a number of mechanisms in place to ensure that parents/carers, staff, and students can be made aware of an emergency situation and remain informed. The Academy advises that in addition to the provision outlined below, parents/carers and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parent/carers follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

**It is important that parents/carers inform the Academy immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.**

The Academy uses a messaging facility which sends text messages and E-Mails to staff, parents/carers and other key stakeholders. We have an emergency phone tree system in place for alerting our staff in the event of urgent communication.

The Academy 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.

## **2.11 Health and safety training**

Effective health and safety training is key to good health and safety practice. The Academy 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 the Academy.

Specific training in relation to use of equipment or substances may be given to staff and students relating to which department they will be working in. Employees and students who are not specifically trained for specialist equipment are not permitted to use it. More information on specific training for individual departments can be found in that department's health and safety document provided by the Academy.

## **2.12 Workplace safety**

The Academy 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 Academy site that are noticed by any member of the school community should be reported to a senior leader or a member of the Health & Safety committee which is made up of school representatives from most areas in the Academy.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be found on the Common Drive - Health & Safety Folder. Only teachers and students trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

## **Display Screen Equipment (DSE)**

The Academy 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. 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.

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

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly inspected to ensure that they are functioning correctly.
- The Academy encourages that staff, students, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The Academy 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.

<p style="text-align: center;"><b>Workstation</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height - generally eyes level with top of screen.</li> <li>✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable and five-star base chair.</li> <li>✓ Seat back, arm rests and back rest to be height adjustable.</li> <li>✓ 2-3” of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul>
<p style="text-align: center;"><b>Environment</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<p style="text-align: center;"><b>Healthcare</b></p>	<ul style="list-style-type: none"> <li>✓ Carry out exercise programme on a regular basis plus specific movements throughout the day.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>
<p style="text-align: center;"><b>Job Design</b></p>	<ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>
<p style="text-align: center;"><b>Posture</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in</li> </ul>

	<p>alignment.</p> <ul style="list-style-type: none"> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul>
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## Manual Handling

The Academy operates in accordance with the [Manual Handling Operations Regulations \(1992\)](#). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Site Manager and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Academy takes steps to reduce risk in the workplace, it is also the responsibility of staff and students to act in accordance with health and safety legislation and Academy policy.

The Academy expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions;
- to follow safe systems of work as determined by the result of the risk assessments;
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately;
- to ensure that they use equipment as per manufacturer's instructions;
- 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.

## Machine maintenance

The Academy operates in accordance with [the \*Provision and Use of Work Equipment Regulations 1998 \(PUWER\)\*](#). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Academy ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

### 2.13 [Control of substances hazardous to health \(CoSHH\)](#)

There are areas in Academy where hazardous substances will be stored. The Academy 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 Academy takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept local to the items being stored Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident;
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals;
- 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 Personal Protective Equipment (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).

Substances that are for use in the science classrooms are under the responsibility of the Director of Science. For more information on the control of these substances please see the supporting science department health and safety document, which can be found on the Common Drive.

All COSHH signage must conform to the requirements of the [Health and Safety \(Safety Signs and Signals\) Regulations 1996 \(as amended\)](#) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and students will be taught to recognise new signs and any posters in use will display the new signs.

## **2.14 Lifting Operations and Lifting Equipment Regulations (LOLER)**

The Academy has 6 lifts across its campus and as such complies with the LOLER in particular the lifts are serviced every month.

## **2.15 Occupational health services and managing work-related stress**

Tolworth Girls' School & Sixth Form 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 manager or a member of the senior management team, and the school will do everything that it can to support them.

We encourage our managers to have regular meetings with their staff to support them. We discourage sending of work related items over the weekend. See Managing Health & Attendance policy.

## **2.16 Policy and procedures for off-site visits**

Academy trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our students. Before any activity is allowed to take place the Headteacher will ensure that:

- the objective of the visit is clear;
- the visit has been planned effectively, an online evolve risk assessment has been completed and risks are minimised as far as is reasonably practicable;
- they are informed well in advance about less routine visits;
- the Headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy and where appropriate the Evolve Online Risk Assessment is completed;
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct students;
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel;
- a sufficient level of insurance is in place;
- the Headteacher or group leader reports back after the visit.

In the supporting document for health and safety for off-site visits, you will find full information on:

- responsibilities for off-site visits;
- parental consent;
- transport;
- supervision;
- emergencies;
- adventure activities;
- work experience placements;
- work experience health and safety;
- off-site risk assessments.

## 2.17 Asbestos - [Control of Asbestos Management 2012](#)

The Academy original buildings were constructed circa 1932 and therefore contains Asbestos. This is managed by the Resource Director and the Site Manager. We have an Asbestos register together with an Asbestos management plan. All staff as part of their induction are made aware of this. All contractors are shown the asbestos register and a Risk and method Statement is required for any works on site.

## 2.18 Selecting and managing contractors

It is vital that any company or persons invited into the Academy under a contractual agreement to work on Academy maintenance or the building site operates under the highest level of health and safety possible, and is aware of our Academy policy and procedures.

It is the Resource Director responsibility to select and oversee the management of contractors.

For information on safeguarding students against visitors or contractors to the school, please read our [Keeping Children Safe in Education \(safeguarding\) policy](#).

## 2.19 Security

Academy security is a vital component of good health and safety, and we want students and staff to feel safe in the Academy.

All visitors are required to sign in. All visitors must have a visitor's badge printed on arrival and wear this via lanyard at all times. Any visitor/contractor who are not DBS Cleared are not permitted to access the Academy premises unattended. i.e. they must be supervised at all times.

All staff are required to sign in/out using their ID Cards.

All staff & students are required to wear their ID Card with lanyard at all times with exception of specific activities (examples being PE, Drama & Design and Technology)

The Academy utilise access control systems to safeguard the premises and also govern who has access to where.

CCTV recording is in use on the Academy premises.

## 3. Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

Risk assessments are stored on the school IT System (Common Drive) and will be reviewed:

- at regular intervals;
- after accidents, incidents and near misses;
- after any significant changes to workplace, working practices or staffing;
- after any form of notice has been served.

The Academy 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.

#### **4. Named persons responsible for Health & Safety**

Paul Thompson - Chair of Governors  
Siobhán Lowe - Headteacher  
Andrew Perks - Chair of Finance, Assets & Audit Committee  
Andy Hetherington - Resource Director - Nominated H&S Officer

#### **Members of TGS Health & Safety Committee:**

Alison Head - Senior Assistant Head  
Michael Farnon - Site Manager (Premises)  
Jose Lourenco - Site Assistant  
Nelson Fernandes - Site Assistant  
Dave Oram - Site Assistant  
Sam Palmer - Site Assistant  
Receptionist/Administrator  
Natalie Osborne - Examinations Officer  
Lorraine Webb - Science Technician  
Irene Marillat - Librarian  
Sue Underwood - Finance Manager  
Harriet Linstead - Art Technician  
Peter Murphy - DT Technician  
Fay Hunt - HR Assistant

#### **5. Lock up Procedure**

##### **Background**

- Most of the Academy's external doors are controlled by a Paxton Door Entry System. This is an essential safeguarding measure to protect the Academy, but allow movement between buildings during occupation.
- Staff & Students use their ID card to open the doors.
- In the unlikely event of a fire these doors fail open.
- During unoccupied times these doors are deadlocked for security reasons.

##### **Procedure for Lock-up**

- Approximately one hour before planned lock up Premises staff patrol the school site closing windows / doors etc. as part of their visual checks for people on site and any potential H&S matters. They also inform anyone on site of the planned school lock up.
- 15 Minutes before lock up the school bell is rung 3 times. This is an early warning signal to anyone on site that the Academy is about to be closed and alarmed. If you are still in the building you need to depart asap to avoid being locked in. If you are unable to then please make your way to the main reception where the premises staff do their final setting of the alarm.
- External Hirers/Lettings are to be made aware of this procedure by signing a copy of this form.
- Emergency contact for the Premises staff is the Site Manager on: 07738 766697
- At the start of school day Premises staff unlock all external doors to allow normal entry/exit via ID Card.



**TOLWORTH GIRLS' SCHOOL & SIXTH FORM**  
**DOCUMENT HISTORY**

<b>Responsible:</b>	<b>Governing Body</b>
<b>Policy Type:</b>	<b>Statutory</b>
<b>Date of Origin:</b>	<b>February 2019</b>
<b>Date adopted by:</b> <b>Full Governing Body / Committee</b>	<b>21 March 2019</b>
<b>Author:</b>	<b>Andy Hetherington</b>
<b>Location:</b>	<b>CommonDrive(Z)/StaffOnly/WholeSchool/Policies/Health &amp; Safety</b>
<b>Filename:</b>	<b>Health &amp; Safety</b>

Review Due Date	Review Completed	Amendments Y/N	Version
February 2021			V1.0