

Our statement of general policy is as follows:



- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and exit
- To ensure that pupils and other non-employees e.g., parents, visitors etc., are not exposed to any risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant (electrical and other) and equipment (e.g., laptops/ desktops/ printers)
- To ensure safe use, handling and storage of substances i.e., chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

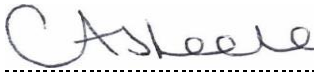
Reviewed by: Cheryl Steele (Headteacher)

Date: January 2024

Approved at full Governing Body Meeting: Approved at Full Governing Body Meeting 7.2.2024

Next review date: September 2024

SIGNED HEADTEACHER:

 DATE: 7.2.2024

SIGNED CHAIR OF GOVERNORS:











DATE: 7.2.2024

This policy has been adopted from Nottingham City Council Sept 2022. It has been amended to reflect the school's specific health and safety requirements. It has been brought to the attention of all employees and is kept readily available for employees.



Rosehill School Health and Safety Team

<p>Cheryl Steele Headteacher Health and Safety Lead</p> <p>c.steele@rosehill.nottingham.sch.uk</p>	<p>Jay Rathore Site Manager Health and Safety Appointed Person</p> <p>J.Rathore@rosehill.nottingham.sch.uk</p>	<p>Thomas Eyre Caretaker</p> <p>T.Eyre@rosehill.nottingham.sch.uk</p>	<p>Elizabeth Eyre School Business Manager</p> <p>E.Eyre@rosehill.nottingham.sch.uk</p>
			
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Responsibilities

Duties of the Head Teacher

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- Ensure the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and Children and Families policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- To monitor that all necessary inspections and servicing of equipment is undertaken and any recommended actions are taken as a result of these
- To report on the standard of health and safety throughout the school and provide the Governing Body with an annual report
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- Authorise all Off-Site Visits (also completed by Deputy Headteacher)
- Inform the Governors of all non-routine Off-Site Visits.

Duties of the Governing Board

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements
- Act on the information provided in the annual report to Governors from the Head Teacher.

Duties of the School Business Manager

The School Business Managers duties include:

- Supporting the promotion of an effective health and safety culture
- Supporting maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Providing support to Head Teacher regarding policies and statutory requirements
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Overseeing that all necessary inspections and servicing of equipment is undertaken

- Supporting the Headteacher with the monitoring of the standard of health and safety throughout the school and providing the Governing Body with an annual report
- Monitoring that emergency procedures are in place

Duties of the Site Manager (Appointed Person)– supported by the Caretaker

The Site Manager's duties include:

- Fire safety lead
- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others (including contractors)
- Ensuring safety inspections are carried out at least termly
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Ensuring that emergency procedures are in place and monitored
- Ensuring that policies are reviewed and updated in line with statutory requirements and relevant legislation
- Ensuring that all necessary inspections and servicing of equipment is undertaken and any recommended actions are taken as a result of these
- Ensuring that arrangements are made for defects in the premises, its plant (including heat exchange, trend BMS, Fire alarm, intruder alarm and door access), equipment or facilities are reported and made safe
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- To provide specialist information to Headteacher/Business Manager in relation to Health & Safety
- Ensuring that hazardous substances are correctly used, monitored, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed throughout the school
- Ensuring all plant (as above) and equipment (PAT) is inspected and maintained in safe working order
- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g., heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g., for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc
- Monitoring the provision and safe use of main services i.e., water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e., step ladders, ladders, mobile towers etc
- Monitoring and maintaining effective security arrangements through the school
- Maintaining the risk assessment and safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g., by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher, School Business Manager (Line Manager to Site Manager) and Governors with the annual health and safety inspection and other site related inspections/audits
- Undertaking duties as requested in accordance with legionella management techniques.
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Reporting regularly to the Head Teacher actions plans for health and safety.

Duties of Line Managers (Senior Leaders/ Teachers)

The duties of Line Managers include:

- Promoting and ensuring the health, safety and welfare of employees and pupils within their dept/class
- Ensuring risk assessments are carried out for activities, as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and Local Authority Guidelines are followed
- Supporting in the induction of new employees in the safe working practices
- Ensuring safety inspections are carried out in their respective areas, i.e., classrooms and any concerns reported in line with the school's health and safety reporting system
- Ensuring appropriate personal protective equipment and first aid are implemented as required
- Ensuring that employees and pupils within their dept/class are aware of and follow the emergency procedures
- Ensuring effective means of communication with colleagues and pupils regarding health and safety matters
- Reporting any health and safety concerns to the site team and Head Teacher.

Duties of the Off-Site Visits Coordinator (EVC)

Follow Rosehill School's and NCC Educational Off-Site Visits Policy where their full responsibilities are outlined. This is overseen by the Head Teacher and Deputy Head.

Duties of all Employees

All employees are instructed to:

- Promote and follow the school's health and safety protocols
- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Ensure risk assessments are carried out and followed for activities as required – also signing off risk assessments
- Not to interfere with anything provided to safeguard their health and safety
- Report and record (using the schools-maintained book located in the main office) all health and safety concerns, e.g., hazards or defects etc., to their Line Manager, immediately.
- Report any urgent health and safety concerns to the Head Teacher.

Responsibilities/Duties of Nottingham City Council

The ultimate responsibility for health and safety rests with the **employer** i.e., the Local Education Authority (LA), although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed above).

- The City Council will:
 - Monitor the School's compliance with legislation and NCC policies and procedures.
 - Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
 - Create and maintain a Health & Safety Guidance Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.
 - Provide updates to schools of Health & Safety legislation and guidance.
 - Create and maintain incident report management systems and undertake periodic trend analysis.
 - Provide health and safety advice via a telephone helpline.
 - Ensure school management are appropriately trained in health and safety principles with the provision of school specific training courses.
 - Consult with recognised trade unions according to the Safety Committees Regulations 1977.

Arrangements

Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with NCC policy using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident record form
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system
4. Pupil accidents where action needs to take place to avoid reoccurrence and they went directly to hospital for treatment (not as a precaution) are reported to the HSE.

All accidents are investigated by: Senior Leaders

Reported accidents are monitored termly to identify any trends, e.g., same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Staff see policy and procedures: Z:\All_Staff\Policies\Accident & Incident Reporting

Administration of Medicines

Only medication with written parental consent will be administered in line with the schools Managing Medicines and Medical Needs Policy.

Members of staff have volunteered to administer medicine will be named in individual health care plans.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by NHS Health England.

Staff see policy and procedures: Z:\All_Staff\Policies\Managing Medicines and Medical Needs Policy

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ, we shall ensure that they are managed in such a manner

so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following areas are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests: Ducts in old building.

The Asbestos Survey is held by the Site Manager, and is made available to any contractors carrying out invasive work within the school or accessing voids in the original building.

The latest Asbestos Survey report is dated: March 2015. It has been judged by Health and Safety at Nottingham City that no further management surveys are necessary.

Staff see policy and procedures: Z:\All_Staff\Policies\Asbestos Policy

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Risk assessments are received before any work commences at the school.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings and staff briefings. Minutes are taken of such meetings and action taken as required. The Senior leadership team complete operations meetings on a regular basis. Updated information and site developments/ matters arising are reported by the Headteacher to the Health and Safety Governor as required, and/or the full Governing Body on a termly basis.

A Health and Safety maintenance online log is in place and used by all staff to report and record all health and safety issues. This is reviewed on a regular basis by the site manager and cleaning team, when required. Work is prioritised and completed in a timely manner by the Site Manager/ relevant personnel/service.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation e.g., Headteacher communications with all staff regarding updates from Nottingham City Health and Safety department.

All employees at Rosehill are encouraged to report any health, safety or welfare concerns to the Head Teacher/ SLT or Site Manager immediately.

Staff see Rosehill School Maintenance log located on the sign in screen to all staff computers

Control of Contractors

The Site Manager is responsible for day-to-day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Necessary documents, including the school's visitor procedures, and risk assessments are requested from independent contractors at the tendering stage. Contractors are asked to complete the site induction form before they commence work.

Curriculum

Risk assessments are undertaken on all lessons, including lessons using equipment such as scissors, microwaves, cookers, the PE climbing frame and outdoor equipment used during lessons/play/break times where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA)
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education
- "Make it Safe", NAAIDT

Staff see policy and procedures: Z:\All_Staff\Policies\Curriculum Policy

Internal/External Areas – Physical Education

The Site Manager is responsible to ensure that all internal and external areas used for physical education are regularly inspected for damage to equipment, safety of the environment and correct lighting levels. Risk assessments are undertaken on the use of internal and external areas for PE. All play equipment, including external play areas i.e., swings, outdoor climbing frames are inspected on an annual basis.

Z:\All_Staff\Health & Safety\Risk Assessments

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g., Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: annually.

Staff see records of PAT testing are held on site in the main office Health and Safety file.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e., electrical engineer. Remedial action from the report is undertaken by the school.

The last inspection of electrical installation was: October 2021

Emergency Procedures

See School Emergency Plan located in:

- *Head Teacher's office (located emergency file)*
- *School server - Z:\All_Staff\Policies\Emergency Plan*

Last updated Sept 2023, including emergency contact schedule (provided to all Senior Leadership Team members/ Site staff and Chair of Governor/ Governors).

Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed across the school.

Fire drills are undertaken termly.

Fire training is provided at induction and at the start of the school year/ as required for new staff.

Fire Warden training is updated every three years. The Fire Wardens are reminded of their responsibilities on an annual basis. Last training session held: September 2023.

The Site Manager will undertake all on-site testing (e.g., fire alarm, emergency lighting) and records in the fire log book – see Fire Log Book in site office.

A list of external companies undertaking the fire alarm/ emergency lighting servicing can be found in the Health and safety file in the site office and in the Emergency Plan. The school is responsible for any action as required as a result of the services.

Staff see policy: Z:\All_Staff\Policies\Fire Safety Action Plan and Evacuation Procedures

First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available across the school; including in the main staffroom and each department staffroom.

The kits are kept up to date by: The Lead DSL.

All first aid treatments are recorded on the relevant form (see Accident Reporting Records).

The following arrangements are in place for the dealing with bodily fluids: Biohazard kits, Protective gloves, aprons and secure bin liners.

The following Personal Protective equipment is provided to deal with first aid: Protective gloves, aprons and secure bin liners.

'Head bumps' are reported to the injured child's parent /carer. A Head bump letter and accident slip are provided.

Accidents slips are provided to parents/carers following any accident.

The First Aiders are listed in the main reception and around the school site.

A defibrillator is available on site located in the Main School Reception.

The Site Manager is responsible for replacing consumables, after the either expiry date indicated on each consumable, or in the case of batteries, when the battery indicator shows that the battery is low – whichever is the sooner.

Staff see: Z:\All_Staff\Policies\First Aid Policy

Gas Equipment and Appliances

Appliances are inspected annually by a Gas Safe registered gas engineer. As all gas appliance are property of NCC Catering the are maintained under their contract and checked by the Head Teacher and Site Manager.

The school heating is supplied by a heat exchange plate with high pressure steam being supplied by the District Heating Service, Nottingham City Council. As such, the plate requires no servicing by the school.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used/ stored on site, i.e., chemicals bearing a hazard warning symbol (i.e., toxic, corrosive, harmful, irritant).

Information/ COSHH assessments relating to hazardous substances in school are kept up to date by the Site Manager and stored in the Health and Safety folder in the Site Managers Office. An additional copy of cleaning COSHH files are located in the main cleaning store in the Primary School.

All chemicals are kept securely locked away, to prevent unauthorised access and maintained and monitored by the Site Manager.

Health and Safety Advice

'Competent' advice is provided by the Schools Health and Safety Team (☎ 87 64608/9).

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e., clean, tidy and free of obstructions and slip/ trip hazards.

All employees are informed of their responsibilities and reporting procedures during their induction and through regular meetings/ briefing and communications.

Information for employees

All employees are given adequate information on health and safety matters in relation to their work activities, i.e., as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the main school reception and main central school staffroom. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Health, Safety and Standards Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager, Nottingham City Health and Safety lead and Governors with the responsibility for Health and Safety.

Employees have been instructed to report and record any damage/ defects to the Site Manager or Head Teacher, in a timely manner.

Arrangements are in place for the annual inspection of PE equipment by a specialist company organised by the Site Manager.

Lettings / Use Premises Out of Hours/ After School Clubs

A contract with conditions of hire will be completed, signed and approved by Legal Section should the school let the facilities out.

All after school clubs should be agreed and authorised by the Headteacher/Deputy Headteacher.

Prior to commencing a club, the 'Extra-Curricular Clubs Action Form' should be completed by the Club Leader. This procedure includes completing a Risk Assessment and ensuring that the latest guidance on [DfE's After-school clubs, community activities and tuition - Safeguarding guidance for providers, September 2023](#) is guidance. The Club Leader, and staff supporting the session, should follow all school policies and procedures.

Staff see: Z:\All_Staff\Policies__After School Clubs Policies

Lone Working

Risk Assessments for lone working will be carried out as required.

Maintenance of plant and equipment

The Site Manager is responsible for arranging/ monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

A risk assessment is carried out for manual handling tasks which present a significant hazard using the form provided on the Safety Manual. Staff to request risk assessment from their line manager, if required.

The leaflet "Safer Manual Handling" from the Safety Manual has been made available to all staff (*staff see main staffroom notice board*).

New and Expectant Mothers

A risk assessment is carried out as soon as the Head Teacher / Member of the Senior Leadership Team is made aware by the employee. This is a legal requirement. As part of that process a member of the SLT/Head Teacher will complete the risk assessment which will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy and workload.

Off-Site Educational Visits

The Off-Site Visits Co-ordinator (OVC) is [REDACTED] (L3 Teaching Assistant and Trained EVC by Notts City Team). **Overseen and line managed by the Head Teacher Cheryl Steele (Deputy Head Teacher in Head Teachers absence).**

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

The school completes risk assessment for Off-site visits using the EVOLVE data base. Advice and guidance is provided by the Educational Visitor Advisor advice@evolveadvice.co.uk

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202 ext.249.

Staff see Policy: Z:\All_Staff\Policies\Educational Visits Policy

School Community see Policy: <http://www.therosehillschool.com/policies-and-legal-documents/>

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g., to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids.

The issuing of PPE is recorded on a record sheet and replaced as required.

Physical Intervention/ De-escalation

At Rosehill School, pupil behaviour sometimes escalates to a level where intervention strategies are required. The school adopts the use of **'Nottingham City RPI Solutions' training on 'Positive Behaviour Support, De-escalation and Restrictive Physical Intervention (RPI) Strategies'**. Wherever possible, the staff team recognise and respond to triggers and individual need prior to further or potentially 'harmful' escalation. School procedure requires staff to complete records to identify and monitor pupil behaviour. The Behaviour Manager monitors and audit behaviours, injuries and incidents across the school as well as looking at further strategies (along with wider professional input) that hope to reduce the number of incidents that occur.

Staff see policy: Z:\All_Staff\Policies\Behaviour Policy

School Community see policy: <http://www.therosehillschool.com/policies-and-legal-documents/>

Hot Food & Drinks Safety

5 minutes after they have been made, hot drinks can still scald young children. A cup of tea poured from a pot, with milk added, will be at a temperature of about 65C, which causes injury within five seconds of being on a child's skin. Even five minutes later, the drink is hot enough to cause harm.

Control measures at Rosehill School:

- Hot drinks should only be transported in travel mugs with secure lids when moving around school.
- Hot food should be transported in sealed containers with secure lids when moving around school.
- Hot drinks and hot food should not be taken into classrooms (except in a training area where students are making/consuming hot drinks/food under appropriate supervision, with a risk assessment completed).
- No hot drinks/food should be taken onto a playground when supervising children at play or in lessons.
- There are also risks associated with the spillage of drinks/food — staff should ensure any spillages are cleared immediately.

Staffrooms

The school has a number of staffrooms across the school to accommodate staff welfare and wellbeing. There are four staffrooms (large main staffroom in the central core, and one staffroom per department building). Within this space, there are facilities to prepare drinks, heat/store foods, storage for personal belongings and access to any health and safety, safeguarding, and employee/ staff wellbeing information. Pupils are not permitted to use these areas; these areas should be kept secured at all times.

Staff should use a staff room area when using a personal mobile phone. Personal mobile phones are not permitted in any other area of the school.

In addition, the courtyard area and café may be used at lunch times by staff. Food and drink are not to be prepared in the café or courtyard. All food and drink are to be prepared in one of the main staffroom and transported securely, as outlined above in the 'Hot Food & Drinks Safety' section.

Any utensils used in the café/ courtyard areas, need to be returned, after use, to one of the main staffrooms.

Staff should ensure, that all staffrooms and the café and courtyard, are kept tidy, organised and health and safety standards are adhered to.

When using the café/ courtyard staff should continue to follow the school's communication and confidentially procedures.

Welfare Facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing/ hand drying facilities.

Pupils have access to drinking water taps throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

Playground Safety

The Site Manager is responsible for ensuring that the playgrounds are inspected, in collaboration with teaching staff, prior to use and that harmful items are removed e.g., broken glass etc.

Staff report any identified defects/ concerns directly to the Site Manager, Head Teacher or member of SLT.

Staff follow the schools Playground Procedures Guidance and complete risk assessments, as required.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses immediately so that prompt action can be taken to avoid accidents and injury. A maintenance online log is located on the sign in screen to all staff computers.

Risk Assessments

Risk assessments, as legally required, are carried out in consultation with employees and are kept centrally on the school's server system. These are based on the model generic risk assessments available in the school policy area for Nottingham City.

Z:\All_Staff\Health & Safety\Risk Assessments

Safety Representatives

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Further details of Safety Representatives' role and their inspections are available on the Safety Manual.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g., locks, self-closers, gates, fences, etc. Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable.

Key holders' area:

- Woodlands Security- Nottingham Control Centre (alarm monitoring service)
- (Head Teacher)
- (Site Manager)
- (Caretaker)
- (School Business Manager)
- (Deputy Head)

Slips, trips and falls

Slip, trip or fall hazards e.g., damaged carpets/ floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident/ injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

The school completes an annual cycle of staff training and risk assessment, at the start of the academic year and as part of the induction process, regarding slips and spillages procedures.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g., unsecured racking, defective lighting in store areas, inappropriate/ lack of access equipment, e.g., step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related & Wellbeing

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment. See main staff room for staff wellbeing information including employee wellbeing services.

PAM Assist Employee Assistance Programme: The EAP is a confidential and free counselling support and practical advice service operated by PAM Assist on behalf of Nottingham City Council. This service is available to all employees and their immediate families and is available 24 hours a day, seven days per week. If you would like to access the service, please phone PAM Assist directly on 0800 882 4102.

The School has established a Fair Workload Charter and has implemented the Wellbeing Champions initiative to provide further guidance and support for staff.

For staff: Z:\All_Staff\Staff Wellbeing

Or pupils and parents: <https://www.therosehillschool.com/health-wellbeing-and-services/>

No Smoking/ No E-Cigarettes on the school site

This Smoking Policy would not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents or visitors, under any circumstances. This includes the use of e-cigarettes or their equivalent.

Sun Protection

Parents and pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and or to wear head/ neck protection as provided by parents/ carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary. In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground:

- Primary School outdoor sheltered areas
- Middle School outdoor sheltered areas
- Upper school – canopy area

Staff are provided with HSE guidance from the Headteacher and/or Site Manager regarding extreme weather conditions.

Supervision

Pupils are supervised during all activities throughout the school day. General pupil ratios at Rosehill are 2:1 (Pupil:Staff). Individual pupil supervision ratios for pupils receiving additional support are included on the daily staffing sheet.

It has been determined that during dinner break times midday supervisors work with classes alongside school staff.

Staff see Playground Procedures Guidance

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety (see staff induction handbook), including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required (risk assessments are arranged, if required).

Site Management staff undertake health and safety training on a five-yearly basis with Nottingham City Health and Safety.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g., the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school/ hired minibus.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

Nottingham City Council has adopted the Health & Safety Executive's (HSE) definition of violence: 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. All incidents of violence are reported via the incident reporting system and investigated as required by Line Manager/ Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required (Including the PREVENT agenda).

Training will be provided in 'Positive Behaviour Support, De-escalation and Restrictive Physical Intervention (RPI) Strategies'. The main purpose of such training is to avoid/ minimise the risk of injury to either employees or pupils.

Staff see Procedures: Z:\All_Staff\Policies\Accident & Incident Reporting

Waste/ Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella

The School have adopted Nottingham City Council's Water Management System for the control of legionella. Monitoring results are recorded locally. A risk assessment co-ordinated by Property Safety is reviewed on a 2 yearly basis and remedial actions are completed and recorded by the school. Last completed: November 2023.

The Site manager performs Legionella checks in line with the required guidance.

Staff see Legionella records in the Site Managers office

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g., for damage and to ensure that safety devices are in place.

A risk assessment is carried out, by the Site Manager where applicable, for the use of certain powered equipment, e.g., strimmer's, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, by the Site Manager where applicable; in the safe use of certain work equipment.

Workplace Transport Safety

The following procedures are in place for pupil drop off and pick up:

8.50 – 9.20am – Transport Marshall in attendance

3.00 – 3.30pm – Transport Marshall in attendance

Transport Marshalls oversee arrival and departure of pupil's transport on site. A transport protocol has been implemented and is circulated on an annual basis to transport providers and parents arriving/departing from the site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

In addition, a risk assessment is in place for accessing the front of the school by pupils during the day i.e., for litter picking/ travel training practice.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

*Staff see Transport Protocol Guidance, arrival and departure of pupil's risk assessment
Z:\All_Staff\Health & Safety\Risk Assessments*

Work Related Learning/ Work Experience

The school co-ordinator is the Upper School Phase Leader.

Risk assessments are completed by the Deputy Headteacher/ Assistant Headteacher, and authorised by the Headteacher, on an individual basis, for pupils taking part in work experience/ work related learning.

Working at Height

Employees should avoid working at height wherever possible, e.g., by arranging for stored items to be in reach from floor level, or by using contractors e.g., for changing lights in the PE hall, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g., for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Employees must not use chairs/ desks/ tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage/ defects immediately to the Site Manager/ Head Teacher.

Monitoring and Review

Health and Safety issues are monitored through effective communication, such as daily briefings where items are raised with employees, and regular inspections of the building and site.

The health and safety policy is reviewed annually and is available to all staff in the following locations:

- *Health and Safety Notice Board (located in main staffroom)*
- *School server - Z:\All_Staff\Policies\Health & Safety/*
- *School website - <http://www.therosehillschool.com/policies-and-legal-documents/>
(Visitors authorised to work with pupils, will be provide with this policy as part of the induction into the school <https://www.therosehillschool.com/visitors-volunteers-students/>)*
- *This policy is circuited to all staff via the SchoolBus Policy compliancy system*

Cross-Referenced Policies

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Drugs Education Policy
- Emergency Plan
- Fire Action Plan and Further Information
- Fire Risk Assessment
- Positive Behaviour Support and Physical Intervention Policy
- Educational Off-Site Visits