BORDEN GRAMMAR SCHOOL



Health & Safety Policy

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Section A – Statement of Intent

The Headteacher and Trustees of Borden Grammar School are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises or engaged on off-site activities, (e.g. school trips), and that the premises for which they are responsible are safe for visitors (including contractors) as well as pupils and staff.
This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.
The Board of Trustees will take all reasonable practicable steps within their power to fulfil this responsibility.
All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to cooperate with the Board of Trustees and Headteacher in fulfilling the schools' statutory duties.
The Trustees will review this policy annually to ensure it is up to date with changes in circumstances at the school and new or changed legislation.
Copies of the policy will be brought to the attention of all staff annually.

Section B – Organisation

B1: Employer Responsibilities

Borden Grammar School Trust, as the employer, has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe, and has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

B2: Headteacher Responsibilities

The Headteacher has day-to-day responsibility for Health and Safety in the school. The Headteacher will ensure the overall implementation of this policy, with some tasks and responsibilities delegated to other members of staff, by:

- ensuring that this policy is reviewed annually, or before if there are any changes in circumstances;
- ensuring that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- including health and safety issues in the school improvement plan, if necessary;
- carrying out an annual health and safety inspection and taking remedial action as appropriate;
- undertaking risk assessments, recording significant findings, and reviewing annually, or before if there is a change in circumstance;
- receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- ensuring that emergency evacuation procedures are in place and tested;
- ensuring that adequate first aid provision is available and kept up to date;
- reporting health and safety issues to the governing body on a regular basis;
- monitoring and reviewing all health and safety policies and procedures.

B3: Trustees' Responsibilities

The trustees are responsible for complying with their duties with regard to health and safety, making appropriate provision within the school's delegated budget and generally supporting health and safety within school. This includes a requirement of the *Health and Safety Act 1974* to take measures, which are within their power, to make sure that premises are safe and without risk, and to take an interest in health and safety, without assuming any of the responsibility of the Headteacher. The trustees support and monitor health and safety within the school. One trustee sits on the Health & Safety committee, who report to the Full Governing Body via the Finance and Resources committee.
The trustees will ensure that:

- The Headteacher produces, in consultation with health and safety representatives, a school health and safety policy for the academy

for approval and adoption by the trustees;

- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept;
- Sufficient funding is allocated for health and safety eg in respect of training, personal protective equipment etc;
- Regular termly safety inspections are undertaken;
- Inspection reports are considered and acted upon;
- Health and safety is a standing item on all agendas;
- A biennial health and safety report is publishedA positive health and safety culture is established and maintained.

B4: Staff Responsibilities

Senior Managers and Department Heads

- Deputy Headteacher may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management;
- Heads of department may be expected to oversee health and safety matters relating to their curriculum area

Estates Manager

- Will ensure safe means of access and egress are maintained;
- That the premises are kept clean and that adequate welfare facilities are provided;
- Safe working arrangements are in place when contractors are working on the premises;
- Adequate security arrangements are maintained;
- Adequate fire safety arrangements are implemented;
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place;
- Adequate systems are in place for the management of asbestos and control of Legionella;
- All premises-related accidents/incidents are recorded and investigated;
- Regular inspections of the premises take place, with union safety representatives invited to take part;
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

All Staff

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do;
- Will cooperate with their employer on health and safety matters;
- Will not interfere with anything provided to safeguard their health and safety or that of others;
- Will report immediately, to the Headteacher or to their line manager, any serious or immediate danger of which they become aware;
- Will report to the Headteacher or to their line manager immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally;
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

Students

- All students will follow instructions issued by any member of staff in case of emergency;
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms;
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

The nominated health and safety lead is the School Business Manager.

B5: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. The Health and Safety Law Poster is displayed on the Health and Safety noticeboard in the staffroom.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Deputy Headteacher.

The Headteacher will provide adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B6: Training and Monitoring

- Induction training will be ensured for all members of staff by the Deputy Headteacher
- Training will be identified, arranged and monitored by the Headteacher and School Business Manager
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs
- Training records will be easily accessible for audit purposes and will be kept up to date by the Admin Assistant under the direction of the School Business Manager
- The Headteacher will check working conditions and ensure that safe working practices are being followed. An annual inspection of the school building and grounds will be undertaken by the Health and Safety committee
- The School Business Manager is responsible for investigating accidents although the accountability lies with the Headteacher
- The School Business Manager and/or Deputy Headteacher are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a recurrence

B7: Signatures

This document is signed by:

HBrown

Chair of Trustees
Mrs H Brown



Headteacher
Mr A Tomlin

Section C - Arrangements

C1: General practices applying to all staff and students or visitors in their care

C1.1: School Activities

The Headteacher will ensure that risk assessments are undertaken and that the significant findings of the risk assessments are reported to the governing body and to relevant staff, contractors and visitors who may be affected. The Headteacher will ensure that any actions that are required to remove or control risks are implemented.
Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C1.2: Visitors

Under Section 3 of the Health and Safety at Work Act 1974 the school owes a statutory duty of care to all non-employees that visit the site. Visitors are directed by clear signage to the School Office/Reception. All visitors (except parents collecting pupils from school) are required to sign in on EntrySign and to wear an identity badge. All visitors entering school premises must show a paper copy of their DBS along with a photo ID to be given a green lanyard and able to be unaccompanied during visit, if they are unable to produce any of these items, they are to be placed on a red lanyard and escorted throughout their visit.
All visitors shall be made aware of the school's fire arrangements in the event of a fire.
Staff Dependents:
The school recognises that there may be rare, exceptional and unforeseen circumstances, where an employee may need to request temporary permission to bring a child onto site. In doing so the following must happen:

- Prior Authorisation - Any presence on site must be agreed in advance with the Headteacher or the School Business Manager.
- Risk Assessment and Controls: Permission is conditional upon a suitable risk assessment being completed prior to arrival, outlining appropriate supervision and adequate safety controls.
- Separation from normal duties: Employees cannot bring children into classrooms, laboratories, workshops or other active working areas while undertaking teaching or normal duties. Children must remain under the direct supervision of their parent or carer at all times and must not be left to be supervised by another member of staff. Children must not be present in the same area as Borden Grammar School students at any time.

Children who are unwell or absent from their own school/day care due to infectious illness must not be brought onto the school premises under any circumstances. Staff needing to care for a sick child should utilise standard statutory time off options or leave provisions in discussion with the HR department.
The school reserves the right to refuse or immediately withdraw permission if the presence of a child poses a health, safety, safeguarding, security or operational concern.

C1.3: Fire Safety

A Fire Risk Assessment is undertaken. A copy of the assessment is kept in the Fire Safety file in the Estates Manager's Office. If there is any reason to suspect that the fire risk assessment is no longer valid or there has been a significant change to the premises that could affect the fire procedures, the assessment be reviewed.
Fire instructions are posted in each room. The emergency evacuation procedure is practised at least three times per year and records are kept in the Fire Safety file in the Estates Manager's Office.
All staff, visitors and pupils must sign out (and back in) if they leave the premises during the school day.
Evacuation chairs are positioned in the corridors at the top of the staircases by Lab 1, Lab 7 and S block lift, by the main stairs in V block and at the top of the stairs in the pavilion, in a place of reasonable safety in which disabled people can wait for assistance up or down stairs. Disabled people will not be left alone in these areas whilst waiting for assistance with evacuation from the building. It is the

responsibility of the employer to ensure that persons are evacuated. In some cases, during an emergency, it may be appropriate to liaise with the emergency services, before moving a disabled person to a final place of safety.
There are a number of fire wardens that have been trained and in the event of a fire alarm activation have specific responsibilities/locations to ensure that the buildings are cleared efficiently and effectively. In the event of a fire Kent Fire and Rescue Service will be contacted by one of the Fire Wardens or a member of the Site Team.
The Estates Manager will ensure regular maintenance of:

- Fire extinguishers: These are serviced annually. Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. Ensure the alarm is raised BEFORE attempting to tackle a fire
- Fire alarms: The fire alarm system is serviced on a six month basis by Fire-Tech Systems. The Site Team carry out weekly checks on the fire warning system
- Emergency lighting: The emergency lighting is serviced on a six month basis by Fire-Tech Systems. Site Team also carry out monthly checks on the emergency lights

Records of these checks are kept in the School Business Manager's Office and on Google Drive under Estates – Fire safety.
Flammables and chemicals are stored in accordance with COSHH regulations. Material Safety Data Sheets are kept in the Science department. Please see section C3.6 for further information.

C1.4: Bomb Alerts

The school has adopted KCC's Emergency Planning document which details procedures to follow in the event of a bomb alert.

C1.5: First Aid/Illness

The main First Aid box, together with supplementary supplies, is the responsibility of the Admin Assistant and is kept in the Medical Room. First Aid boxes are kept in other parts of the school where the risk of accidents occurring is higher, i.e. Art, Science, Technology and PE. These departments maintain the contents of their kits in conjunction with the Admin Assistant.
There are several designated and trained first aiders in the school. A list of first aiders can be found in every room.
Parents are invited to complete a consent form for medical treatment at "sporting fixtures and short off-site local visits" in accordance with school policy and DFE guidance.
Please see separate First Aid & Sharps Policy for further information.

C1.6: Accident Reporting

- All accidents and near misses, as well as cases of work related illness, are reported on Evolve and monitored by the Estates Manager and the HR and Admin Assistant and escalated to the School Business Manager. All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508.

Please see separate First Aid & Sharps Policy for further information.

C1.7: Blood Spillages

Advice on Infection Control given on Kent Education Learning and Skills Information (KELSI) will be followed. This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.
Please see separate First Aid & Sharps Policy for further information.

C1.8: Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment within their department. Any damaged electrical apparatus or wiring, including portable equipment and permanent wiring, should be reported to the Estates Manager.
Staff must not attempt any repairs unless they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment (See C2.2 Electrical Plant and Equipment).
Any electrical equipment brought onto school premises must be PAT tested before it can be used with the electrical supply within school. When required staff can take items to the Estates office for PAT testing.

C1.9: Information Technology

Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
Where laptops are used, safe systems of work including charging and use of trolleys will be adopted.
Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C1.10: Housekeeping

The school buildings will be cleaned by the Cleaning Team, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work). Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor as specified in the appropriate contract.
The surrounds to the buildings will be kept clean by the Site Team.
Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
Large amounts of Hazardous Waste such as sanitary towels, incontinence pads and chemicals used in laboratories or for cleaning etc., will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way.
Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.
Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).
To help minimise the risk of slips, trips and falls the school operates a lidded cup policy in corridors.
Staff will be alert on a daily basis to the following and will report any hazards in their room/department to the Estates Manager. Teachers have a responsibility to:

- Check that classroom and work area is safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure any accidents are reported and recorded
- Ensure protective equipment is used
- Ensure health and safety issues are reported
- Ensure guidelines and training are followed

C1.11: External Access

Pedestrian access gates will be kept clear of vehicles.
Emergency access routes will be kept clear for emergency vehicles.
The vehicle access gates must not be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

C1.12: Manual Handling

The school has a separate Manual Handling policy on display on the Health and Safety board in the Staffroom and available on Google Drive.

C1.13: Food and Food Hygiene

The Catering Contractor has its own Health & Safety Policy, a copy of which is held in the kitchen.

C1.14: Legal Requirements for Premises

The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C1.15: List of Risk Assessments, Policies and Procedures to complement this policy

- Accessibility Plan
- Asbestos Management Risk Assessment
- COSHH Policy
- Critical Incident Policy & Emergency Procedures
- Departmental Risk Assessments & Documents
- Display Screen Equipment Policy
- Drugs Education & Drug Incident Management Policy
- Educational Visit Policy,
- Fire Risk Assessment
- First Aid & Sharps Policy
- First Aid Risk Assessment
- Lettings Policy
- Lone Working Policy
- Managing Incidents in Schools Policy
- Manual Handling Policy
- New/Expectant Mothers Risk Assessments
- No Smoking or Vaping Policy
- Off-site Visits procedures
- Online Safety Policy
- School Productions Risk Assessment
- Stage Equipment Risk Assessment
- Stress Management Policy
- Water Hygiene Risk Assessment and monitoring records
- Working At Height Policy

C2: More Specific Arrangements

C2.1: Premises, Plant and Equipment

The Estates Manager will arrange for visual inspections of the premises, plant and equipment to be carried out each year with the Health & Safety Committee, addressing any maintenance issues identified.

Access to store rooms and boiler rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate. Refer also to Section C3.8.

C2.2: Electrical Plant and Equipment

All portable electrical equipment will be checked annually and a record kept by the Estates Manager on the Google Drive.
The school underwent a complete rewire in 2024 and the Estates Manager will organise an electrical inspection and test report every 5 years.

C2.3 Control of Dust and Fumes

All practical equipment will be installed and used according to COSHH Regulations. The Head of Science will ensure that fixed fume extraction systems are inspected and tested annually as per COSHH Regulations.
Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents: “L196: Managing Risk Assessment in Science” and “PS25: Model Risk Assessments for Laboratory Technician Activities”

C2.4 Minibuses

Detailed advice can be found in the “Minibus Code of Practice” produced by KCC. The HR and Admin Assistant will ensure that all minibus drivers have received the relevant training and will keep a record of those qualified.

C2.5 Bank Runs

Arrangements will be reviewed with the School Business Manager and Finance Manager from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will sign in and out of the office when he/she leaves and has returned from the bank.

C2.6 Drama

These activities will be conducted in accordance with the department’s risk assessments.

C2.7 PE and Games

These activities will be conducted within the recommendations of BAALPE “Safe Practice in Physical Education and School Sport" (2020 edition) along with the department’s risk assessments.

C2.8 Science

Radiation safety will be governed by the latest version of CLEAPSS L093-Managing Ionising Radiations and Radioactive substances in Schools and Colleges.

C2.9 Technology

Activities in the Technology workshops will be conducted with reference to the latest CLEAPSS “Model Health & Safety Policy for D&T Departments L260”.

C2.10 Activities Outside the School Site

Approval must be gained for some categories of Offsite Visits. When organising Offsite Educational Visits, the school will follow in the first instance the guidance issued by the Outdoor Education Adviser. The appointed Educational Visits Co-ordinator is the Assistant Headteacher for Key Stage 5.

C3: Miscellaneous Procedures

C3.1: Stress

The school subscribes to Cantium Business Solutions “Support Line” and staff can contact them confidentially on 03000 411411.

C3.2: Alcohol and Drugs

The abuse of alcohol or drugs is a health and safety hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher.

C3.3: Dealing with Violence

All incidents of violence involving staff, students or visitors must be reported to the Headteacher as soon as is practicably possible

C3.4: Home Visits

Home visits shall only be made in consultation with the Headteacher.

C3.5: Display Screen Equipment

Ill health and injury can result from incorrect use of Display Screen Equipment. Advice on the use of DSE, together with assessment forms, can be found on the HSE website.
Please see Appendix 3 for further information.

C3.6: COSHH

Every attempt will be made to avoid, or choose the least harmful, substances which fall under the "Control of Substances Hazardous to Health (Amendment) Regulations 2002" (the "COSHH" Regulations). Guidance on COSHH procedures can be found on the Health & Safety Executive website at www.hse.gov.uk
Care will be taken in ordering supplies of hazardous substances and staff/contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.
Safety Data Sheets for approved chemicals and cleaning agents will be obtained from the supplier.
Please see separate COSHH Policy for further information.

C3.7: Contractors

All contractors are required to comply with all relevant health and safety legislation. In addition, they must report to the school office as soon as they arrive on site and carry appropriate identification. The Estates Manager will agree arrangements for liaison and for the contractors' operations. Particular regard will be given to the safety of pupils and staff if contractors will be working during school time. Selecting a Contractor will involve checking that they have the correct experience and knowledge to carry out the work. Level of enquiry and risk will be determined by the complexity of the job. Contractors need to provide all the necessary assurances prior to carrying out major works, this may include a Risk Assessment, their own H&S Policy and Procedures, assurances that subcontractors are competent, Public Liability Insurance if appropriate and a Safety Method Statement. For major construction work, the Construction (Design and Management) Regulations 2007 must be adhered to and a CDM Coordinator should be appointed for those works that are deemed notifiable to the HSE. Contractors will be managed by the Estates Manager and Site Team and regular checks will be performed to check how the work is going against what was agreed.

C3.8: Asbestos Management

The Asbestos Register will be held in the Estates Manager's Office for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the school. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

C3.9: Legionella Management

A Water Hygiene Risk Assessment will be carried out by a suitable contractor every three years. Site Team staff will maintain a routine for weekly flushing, monthly temperature checks and shower descaling, reporting any concerns to the Estates Manager. Records of all checks will be kept in the Estates Manager's Office.

C3.10: Working Alone

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one at high risk of injury must work alone in school.
The school has a separate Lone Working policy on display on the Health and Safety noticeboard in the Staffroom and available on Google Drive.

C3.11: Working at Height

The school has a separate Working at Height policy on display on the Health and Safety noticeboard in the Staffroom and available on Google Drive.

C3.12: Personal Protective Equipment

When issued, staff will be instructed in the use, care and maintenance, and limitations of such equipment. If PPE is issued, it is mandatory that it is worn or used correctly at all times.

C3.13: Use of School Outside School Hours

All persons/organisations using or hiring the school premises outside school time will adhere to this Health and Safety Policy and to the Conditions of Use which are issued at the time a booking is made.

C3.14: Identification of Employees

To aid the identification of adults on the school site all employees are required to wear identification badges as provided by the school. Employees will challenge any adults on site not wearing identification badges and direct visitors to Reception.

C3.15: Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks, including unusual curriculum activity, with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments must be brought to the attention of those employees to whom they relate. Copies of the risk assessments are held by Line Managers or the School Business Manager.

C3.16: Training

The responsibility for safety training and/or refresher training rests with the employer, which is delegated to the Headteacher and Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.
Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handing.
The HR and Admin Assistant under the direction of the School Business Manager is responsible for keeping records of Health & Safety training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

C3.17: Reporting to Trustees

The Health and Safety committee will meet at least three times a year and report to the Full Governing Body via the Finance & Resources committee.

C3.18: Accepting students on crutches or with arm injuries

Looking after students on crutches or with arm injuries is not a responsibility taken lightly. Without clear medical information, it can put both the school and students at risk. Therefore:

- Borden Grammar School requires a letter from a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student.
- This letter should include details of the injury and the recommended treatment.
- If crutches are needed the student must only use crutches obtained from a professional/medical establishment. Ideally for the use of crutches, the letter should also include when weight bearing should begin and any follow-up appointments (fracture clinics, physiotherapy etc.)
- Before the student returns to school, the parent(s)/guardian(s) must contact the Head of Year to book a meeting to share the risk assessment (Appendix 1) and personal emergency evacuation procedures (Appendix 2) put in place by the school.
- It is recommended that students are issued with medical protective footwear (which can be requested from A&E department/GP surgery). We advise that students do not return to school if this is not issued. If parent(s)/guardian(s) wish for the child to return, they do so at their own risk.

Borden Grammar School will ensure that a risk assessment and personal emergency evacuation plan are in place before the student's return, and that this has been shared with parents, the student and staff members. It is the responsibility of the student to adhere to the plans in place. These plans may include factors such as:

- Leaving lessons early
- Lessons moved to the library (ground floor)
- Medication
- Arrangements to and from school
- Emergency contact details
- Follow-up appointments
- Participation in practical activities in high risk lessons, such as Science, Art, DT and PE.

The risk assessment should be reviewed if there are any changes to the students' condition. It is the parent's responsibility to ensure that any changes are reported to the school so that this can be carried out.

The risk assessment and PEEP should be uploaded to the appropriate area.

C3.19: Smoking/Vaping

Borden Grammar School is a smoke and vape free site. There should be no smoking or vaping within the school site and grounds. Please see the No Smoking or Vaping Policy for further information.

C3.20: Electric Vehicles

Borden Grammar School does not hold facilities for charging of electrical vehicles. No charging of electric vehicles including cars, bikes, scooters and other forms of vehicle should take place on school site. For safety reasons related to lithium batteries, electric bikes, scooters, and all other vehicles using lithium-ion battery technology are strictly prohibited from being brought onto the school premises.

Appendix 1 - Medical Risk Assessment

BORDEN GRAMMAR SCHOOL

Medical Risk Assessment

This risk assessment is to be used in line with the **Health and Safety Policy Section C3.18**

Student Name:	
Form Group:	
Date:	

Health and Safety Checklist:

If needed students must only use crutches obtained from a professional/medical establishment.	
Borden Grammar School requires a letter from a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches/with an arm injury.	
This letter should include details of the recommended treatment and whether the student is required to use crutches in school and approximately for how long.	
Ideally, the letter should include when weight bearing should begin and any follow-up appointments (fracture clinics, physiotherapy etc.)	
Details:	
Before the student returns to school, the parent(s)/guardian(s) must contact the Head of Year to book a meeting to share the risk assessment and personal emergency evacuation procedures put in place by the school.	
It is recommended that students are issued with medical protective footwear if required (which can be requested from A&E department/GP surgery). We advise that students do not return to school if this is not issued. If parent(s)/guardian(s) wish for the child to return, they do so at their own risk.	

Identified Risk	Actions/Reasonable Adjustments to Mitigate (delete as appropriate)	Risk Level (delete as appropriate)
Colliding with other students when moving around the school	● Leaving lessons early ● Pass to access canteen early ● Use of library during social time ● Lessons moved to the library (ground floor) ● Use of lift	High Medium Low
Unsupervised areas at unstructured times (break/lunchtimes)	● Leaving lessons early ● Pass to access canteen early ● Use of library during social time ● Lessons moved to the library (ground floor) ● Use of lift	High Medium Low
Falling when going up/down stairs	● Leaving lessons early ● Lessons moved to the library (ground floor) ● Use of lift ● Arrangements to and from school ● Emergency contact details updated	High Medium Low
Falling when using the toilet	● Class teacher to monitor and alert LG if student has not returned	High Medium Low
Science lessons - burn hazards	● Discuss with subject teacher at the beginning of the lesson (for high risk lessons)	High Medium Low
DT - using specialist equipment	● Discuss with subject teacher at the beginning of the lesson (for high risk lessons)	High Medium Low
Other students using crutches inappropriately	● Use of library during social time ● School behaviour policy	High Medium Low
Wet weather	● Student uses library for the day, or until HOY has deemed that the hazard is reduced	High Medium Low

Staff Signature:_____
Parent Signature:_____
Student Signature:_____

Appendix 2 - PEEP Form Template

Personal emergency evacuation plan (PEEP) for pupils in secondary schools

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- by the pupil
- in the Pupil's personal records
- by the Fire coordinator (for each building identified)
- by the Form teacher.

Note: This plan must be reviewed on an annual basis (at least) and when significant change in circumstances (of the building or pupil) is anticipated or identified i.e. change in timetable. This document should be coordinated by the SENCO/Inclusion Manager or designated member of the Senior Management Team (SMT).

Pupil's name:			
Registration room or number:			
Registration area location in building: (For secondary school pupils attach timetable to this document, showing daily movements; times and room numbers).			
Registration teacher's name:		**Tel: Ext No:**	
Date completed:		**Reviewed:**	
Reviewed:		**Reviewed:**	

Name of person who completed this Form:	
Date completed:	

Date of next review:	

Points to consider: Either the fire safety coordinator within the school or the responsible staff member should complete this form together with the pupil.

Question for the pupil to consider:	Answer	Comments

Do you change classrooms during the course of the day, which takes you to more than one location within the building and other buildings?	Yes	Risk assessment in place
Do you have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?	No	
Do you have any difficulties hearing the fire alarm?	No	
Are you likely to experience problems independently travelling to the nearest emergency exit?	Yes	Student on crutches (if applicable) - supported by classroom teacher to evacuate
Do you find stairs difficult to use?	Yes	Student on crutches (if applicable) - supported by classroom teacher to evacuate
Are you dependent on a wheelchair for mobility?	No	
If you use a wheelchair would you have problems transferring from the wheelchair without assistance?	N/A	

A: Alarm system

1. The pupil is able / unable to raise the alarm (delete as appropriate)

If the pupil is unable to raise the alarm independently please detail alternative procedures agreed. If able give brief description of how.

2. The pupil will be informed of an emergency evacuation by:

existing alarm system:	□	vibrating pager device:	□
visual alarm system:	□	other: (please specify)	□
Give details: Fire alarm			

B: Exit route procedure (progress starting from when the alarm is raised and finishing on final exit)

The student must be escorted by their classroom teacher.

Student follows the same exit route as other students.
If required, students can divert to avoid large numbers of stairs, provided they are with their classroom teacher.

C: Designated assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each)

Classroom teacher (within lesson time)
Head of Year (outside of lesson time)

D: Method of assistance (e.g. transfer procedures, methods of guidance)

Guiding presence only.
Teacher to contact an evacuation trained staff member if deemed necessary during the evacuation.

E: Equipment Provided (details of all equipment needed to execute the plan and its location)

N/A

F: Training on use of equipment

Staff trained for emergency evacuation:

G: Safe route(s) (description of all the safe routes that can be used)

As per evacuation procedure

N.B. A copy of the building plan with routes clearly marked may be useful

	Yes	No
Have the routes been travelled by pupil and responsible person?	Y	☐
Has a copy of the exit route on plan been attached?	Y	☐
Has the equipment detailed above been tried and tested?	Y	☐
Have all issues been completed to full satisfaction?	Y	☐
Has a copy of this form been sent to person responsible for fire evacuation?	Y	☐
Has the fire coordinator informed all relevant staff of these arrangements? E.g. Class teachers, support assistants.	Y	☐

Record the length of time of practice evacuation. _____ mins

If *No* to any of the above please explain:

I (pupil/parent) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Pupil signature:		Date:	
Pupil name:			
Parent signature:		Date:	
Parent name:			
Person responsible for fire evacuation signature:		Date:	

Person responsible for fire evacuation name:			
SENCO signature:		Date:	
SENCO name:			

List of people who have received a copy of this completed document:
Parent Student Head of Year SENCO Health and Safety Lead

Further help and advice: e.g. School Representative, Health and Safety Unit, School's County Fire Safety Technical Adviser

Contact	**Telephone / Email**
School Fire Coordinator / H&S Lead	Stacy Robson estatesmanager@bordengrammar.kent.sch.uk
H&S Unit	Tel: 03000 418456 healthandsafety@kent.gov.uk
H&S Advisors Inhouse Safety	Tel: 01933 626444

Appendix 3 - DSE Guidance

Introduction

- This guidance has been produced in order to explain the procedure and criteria used to ensure that good practice is followed. The use of computer equipment is covered by the Health and Safety (Display Screen Equipment) Regulations 1992, but there are other regulations regarding workstations, notably the Workplace Health Safety and Welfare Regulations which outline general requirements. If there is a difference in the Regulations, then the more specific regulations will apply and any information in this guidance will take this into account.
- It is important to realise that best practice in this guidance and the regulations are intended to prevent injury to staff and not to conform to specific requirements for equipment.
- It is important that all users are identified as such by their line managers and records of their training and the DSE assessments are maintained.

Definitions

- **Workstation**: An assembly of computer equipment with or without keyboard or other input device or software, any optional accessories to the equipment or other item peripheral to the computer equipment, and the immediate work environment.
- **User**: An employee, full, part time or temporary, who uses display screen equipment as part of their usual work.
- **Repetitive Strain Injury (RSI)**: is a term covering all kinds of work related injury to the muscles, nerves and tendons of the upper limbs. It includes Carpal Tunnel Syndrome, Bursitis, Tendonitis, Tenosynovitis, Frozen Shoulder and Epicondylitis. RSI is a painful and disabling condition, which needs immediate medical attention. Recovery can be a long and uncertain process.

Risk Assessment

- The general risk assessment process will identify those who use DSE equipment as part of their normal work. It is important that these users are identified and recorded by the line manager. This will enable records of information, instruction and training to be maintained. When looking at the working environment, besides looking at the layout of the Display Screen Equipment (DSE) , consider the rest of the work station and the way in which work is done. This can also have a profound effect on the body and general health.
- Following on from the general risk assessment a DSE assessment should be carried out. The majority of staff will be users, and this applies regardless of where they work, whether in school or at home and what type of contract of employment they have.
- **It is vitally important that the user of the workstation is involved in the assessment process and informed of any actions that are necessary in order to ensure their health and safety.** Identified staff are asked to complete a DSE self assessment form.
- After the self assessment has been completed any actions required will be entered onto a tracker and reviewed by a competent person. If any concerns are raised, a follow up meeting will be arranged and target dates for actions to be completed will be agreed. These work plans need to be monitored to ensure that any outstanding issues are resolved to meet the targets.

- The control measures introduced through the risk assessment process will be monitored in consultation with the user to ensure that they are actually used and do reduce the risks involved.
- The assessment must be reviewed on a regular basis, depending on the residual risk or when there is a change in the work activity, e.g. the amount of keyboard work or a change in the equipment or software used. If there is a change in the health of the user, or the workstation is moved another assessment should be carried out immediately.

Workstation Requirements

The requirement is to ensure that staff are free from risks to their health and safety from the workstation. The actual size of the work area depends on the tasks undertaken but as a MINIMUM should be 11 cubic metres (based on a maximum height of 2.5 metres) after allowance for furniture and equipment. The standards given below are minimum requirements and anything less can affect performance and health.

Proper ventilation is important, and the area around the PC and monitor should be kept clear of obstruction, to allow a free flow of circulating air. This will help to keep the temperature and humidity at reasonable levels.

<u>The Screen</u>

- For touch typists the correct height for the screen is with the top of the monitor level with or slightly below the eyes of the user, when they are sat correctly.
- For non touch typists the screen should be lower.
- The monitor should also swivel and tilt to enable adjustments to suit the individual to be carried out.
- The screen image should be stable and free from any flicker when viewed from directly in front.
- Display screens should have contrast and brightness controls capable of adjusting the light level for ambient lighting conditions.

<u>Lighting & Daylight</u>

- Wherever possible lighting should be by natural light. Positioning of equipment is an important factor in the reduction of glare.
- Wherever possible display screens should be positioned at right angles to windows and other light sources, such as strip lighting.
- If possible windows should have blinds, or curtains fitted which restrict light into the room.
- Glare can also be reduced on screens by keeping them clean, as dust and grease can seriously effect legibility.
- Any surface that might cause reflections on the screen should be of a matt finish. This includes, desk tops, wall surfaces, cupboards and any other equipment that may reflect light.
- Natural light is unquestionably the best form of lighting, supplemented by artificial lighting as required. Unfortunately, it is impossible to achieve ideal lighting conditions for display work, as the level of illumination needed for using a display screen is lower than needed to read documents. Any supplementary lighting, such as desk lights should not adversely affect nearby workstations.
- No source of light should be in the visual field of the user, nor should there be direct light on the screen. Natural light conditions will vary during the day, and according to season, and should be taken into consideration. Lighting conditions perfectly adequate at midday in high summer may be totally inadequate at 5.00 p.m. in midwinter.

Keyboard

- The keyboard should be separate from the display screen in order to achieve a more flexible arrangement of screen and keyboard.
- Most keyboards have small adjustable feet towards the back that can be pulled out of the underside to adjust the height and angle of the keyboard. which should be adjusted for the individual's preference.
- There should be sufficient space in front of the keyboard to allow the hands to rest when not keying. A wrist rest may be of use.
- All lettering should be clearly visible.

Mouse

- The mouse should fit the hand of the user and be located in a position that enables it to be used without discomfort and particularly overreaching or twisting of the arm or wrist.
- If there is more intensive use of the mouse than the keyboard, consider placing the mouse in line with the shoulder of the arm using it.
- The mouse should be lightly gripped and allow the user easy and accurate operation.

Work Chair

- The chair seat should be adjustable for height.
- The backrest should be adjustable for height and angle
- It should be of a swivel design and have five castors for stability.
- Armrests are optional and largely a matter of personal preference but where they are used they should be adjustable.
- The chair must be adjustable so that the user can obtain a suitable and comfortable position.

Workspace

- The desk should be large enough to hold all necessary equipment. This includes items such as telephones and document holders. It must be possible to position the keyboard in front of the screen allowing 50mm of space in front of it to allow the user to support their hands and arms.
- Ideally the size of the desk should be 1600mm x 800mm, the minimum size is 1200mm x 600mm.
- The desktop should be between 600mm and 730mm high and the space underneath, for the legs should be 580 mm high and 580mm wide and clear of any obstructions, in order to allow sufficient space for movement.
- The screen should be capable of being positioned at least 450mm from the user when seated at the desk, without overhanging the back of the desk, unless the desk is placed against a wall.
- Where desks are positioned in an L shape it is important to consider whether the person is left or right handed. It is generally considered better for the return desk to be on the preferred hand. The screen should be positioned on the main desk, rather than the return desk. The screen should never be positioned in the angle between the desks as there is insufficient space for the hand or wrist to rest.
- Care must be taken to ensure that tasks can be undertaken without twisting.
- The workstation must be placed so that it is easy to access and has sufficient space to ensure that all tasks can be undertaken safely.
- If transcription work is carried out, a document holder may be necessary to prevent excessive movement of the neck and shoulders. The document holder must be stable and positioned in the same angle and distance as the screen. Depending on how the workstation is used it may need the document holder positioning directly in front of the user.

- With the user seated correctly, if their feet are not in contact with the ground, then a footrest must be provided.
- The layout of the workstation is important and space utilisation may become a problem. The workstation must be large enough to enable all tasks to be carried out safely. If a large amount of paperwork is carried out it may be possible to position the screen offset to one side.

Laptop Computers

- All requirements of this guidance should be met additionally.
- Laptop computers should not be used on a continual basis. Where they are used in lieu of a normal sized PC a docking station should be used.
- A normal sized keyboard and a mouse should be used whenever possible.
- A manual handling assessment will probably be required due to the weight of the equipment and how it is moved from location to location.

Workstation Environment

- The temperature of the working environment needs to be comfortable with sufficient ventilation to ensure the wellbeing of the user without draughts.
- Electronic equipment is a source of dry heat and humidity levels should be high enough to ensure a healthy environment. 50% humidity will reduce the possibility of electrostatic problems.
- Noise from equipment should be at a level which does not impair concentration or prevent normal conversation.
- No trailing cables should be left where staff can trip over them. This can be done by positioning the workstation in order to avoid trailing cables, if this is not possible then cables should be run through conduits or otherwise protected.

Posture

There is no one correct posture which should be maintained. As a starting point,

- the back should be supported, although care should be taken to ensure that the backrest does not actually cause an unnatural bend to the spine.
- The chair height should be adjusted so that the wrists are straight and the forearm parallel with the ground with the elbows bent at right angles with the fingers in line with the centre of the keyboard.
- The feet should touch the floor with the knees at right angles or a footrest needs to be supplied.

Work Planning

Concentrating on any single task continually will lead to fatigue, aches and pains and loss of efficiency and accuracy. Ensure that work is planned to allow for productive work away from the screen or adequate rest breaks. These should;

- occur before the onset of fatigue.
- be short and frequent breaks as these are better than longer ones at less frequent intervals. A five minute break every 40 minutes is recommended. Use of Laptops will require more frequent breaks.
- It is important that employees are consulted on any changes that may be required to working practices.

Eyesight Testing & Spectacles

- Eye muscles that hold the focus on paperwork, or DSE can tire, other muscles can tire from adapting eyes to changing light or glare, or from shifting focus between reference sources and

the screen. A document holder, level with and in the same plane as the screen, helps prevent frequent changes of focal length and minimises up and down head movements.

- Minor problems which allow reading and driving without glasses, may require correction for regular DSE work and can lead to eye strain. All DSE users, apart from temporary staff, are entitled to a free eyesight test and, if required, corrective spectacles. Details of the school's procedure are available from HR.
- Wearing corrective glasses is generally not a problem, however, bifocals or reading glasses may not be suitable as they may prevent a clear view of the screen. You may also find that staff have to tilt their heads back to see clearly, which could cause neck discomfort.
- Contact lenses are less suitable because concentrating on a screen causes staff to blink less frequently, which in turn may cause the eyes to feel dry, or if they are prone to 'greasing' you may be more aware of the problem. Simple blinking exercises and increased lens care may help. If symptoms persist, staff should consult their optician.

Health Issues

- If staff report that their hands hurt or tingle when they are using a keyboard, or mouse or they get pain in their elbow, wrist or shoulder or other health problem that may be associated with the use of DSE – refer issues such as this to the HR.
- If you have any concerns about ill health or injuries that may be caused by the working environment refer the member of staff to HR.
- Although Radiation is not considered to be a risk, some new or expectant mothers may have concerns about the possible dangers. The school should arrange for the employee to work away from radiation until they have finished breastfeeding.

Further Information & Assistance

This is designed to give you information about the use of Display Screen Equipment, and is not a concise guide to the regulations. If you experience any problems, please talk to your line manager. Advice and information is available from HR.

If you have any questions in relation to DSE, please contact HR in the first instance: humanresources@bordengrammar.kent.sch.uk