



Health & Safety Policy

Date of issue	August 2023	
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Version	Final	
Policy Type	Academic	
Circulation	All staff	
Date Authorised	September 2023	
Checked by	Principal	
Review Date	August 2027	

Rationale

Emirates International School Meadows (EISM) is committed to achieving the highest standards of health, safety and welfare in accordance with UAE law. This policy establishes clear standards and procedures to provide a safe and healthy environment for students, staff and visitors.

Procedures

Responsibilities of the Principal:

Overall responsibility for the day-to-day management of health and safety rests with the Principal. As manager of the school and its activities, the Principal will advise Governors of any health and safety matters that may require additional resources or funding.

- Communicating the policy to all relevant parties.
- Ensuring there is an effective system in place for undertaking risk assessments.
- Implementing and monitoring the school's health and safety arrangements set out in this policy.
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the establishment has emergency procedures in place.
- Reporting to the Governors any hazards which cannot be rectified within the establishment's budget.
- Ensuring there is no misuse of premises or equipment.
- Ensuring that premises and equipment are maintained in a safe and serviceable condition.
- Providing appropriate health and safety information to the Directors.

Responsibilities of the Health and Safety Committee:

The Head of the Committee works closely with the Head of Operations and Principal to monitor all aspects of health and safety and ensure that identified issues are addressed. The Head of the Committee will liaise with relevant staff and will:

- Carry out regular site walkarounds with the Head of Operations and Principal to identify and address health and safety hazards.
- Chair regular meetings with key staff who have responsibility for health and safety. This includes the Principal, Heads of School, School Doctor, Head of Security, Heads of Science and Physical Education, Safeguarding Leads and Head of Admissions. Additional staff may be invited where appropriate.
- Ensure that accidents involving staff, visitors or students, and incidents involving equipment, are appropriately investigated and reported.
- Ensure that there are risk assessment procedures in place.
- Review and update the Health & Safety Policy as required.
- Deliver annual health and safety professional development to all staff.
- Report to the Principal any circumstances that prevent them from fulfilling their health and safety responsibilities.

Responsibilities of the Head of Operations:

The Head of Operations is responsible for site safety and will report potential health and safety concerns to the Head of the Committee. Responsibilities include:

- Ensuring that communal areas and fire escape routes are kept free from obstruction, and that fire exits are clearly identified and accessible whenever the school is in use.
- Managing contractors on site and, so far as is reasonably practicable, ensuring their work is safely segregated from students, staff and visitors.
- Ensuring that restricted areas, including electrical and pump rooms, are clearly identified and secured against unauthorised access.

- Ensuring, so far as is reasonably practicable, that the building fabric, fixtures and fittings are maintained in a safe and secure condition.
- Ensuring that fixed and portable electrical equipment is inspected and maintained in accordance with relevant guidance.
- Ensuring that fire safety equipment is maintained, checked and kept in its designated location.
- Ensuring that fire procedure notices are maintained and clearly displayed.
- Ensuring that maintenance work is completed to the required standards.

Responsibilities of Line Managers:

- Apply the school's Health & Safety Policy within their department or area of responsibility and ensure that relevant procedures and arrangements are followed.
- Maintain access to current health and safety guidance and ensure that staff within their area are aware of and use it appropriately.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Address health and safety concerns with staff and refer to the Principal any issue that cannot be satisfactorily resolved within available resources.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents and near misses within their department are promptly reported and investigated using the appropriate procedures.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees:

Under UAE law, all employees have health and safety responsibilities. Staff must take reasonable care of their own health and safety and that of others who may be affected by their actions.

- Ensure their area of work is checked daily to ensure that no health and safety hazards are present.
- Do not bring or use non-school electrical equipment on campus unless specifically authorised.
- Ensure that drinks are kept in containers with securely fitted lids.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with or misuse equipment or fittings provided for health, safety or welfare purposes.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Students:

- Take reasonable responsibility for their own health and safety and that of others.

- Report any issue that affects, or could affect, their own or another student's health and safety to a member of staff.
- Follow the school's dress code, including requirements relating to appropriate clothing, hygiene and footwear.
- Follow staff instructions during an emergency.

Responsibilities of Parents:

- Inform the school if their child is unwell.
- Inform the school of any specific health or safety requirements relating to their child, including medication and allergies.
- Keep their child at home if they have symptoms such as fever, diarrhoea, vomiting or a communicable illness, and inform the school as appropriate.
- Provide medical clearance from an appropriately licensed medical provider where required following illness or quarantine.

Responsibilities of Visitors:

- Register with Security on arrival and review the Child Protection and Safeguarding information provided.
- Wear a visitor identification badge at all times while on school premises.
- Follow all campus health and safety requirements and instructions.
- Comply with the school's health and safety rules and procedures.

Access to the Building

Access to the school site is closely controlled as a health, safety and safeguarding priority. Staff, parents and visitors must follow the school's access procedures. In addition to 24-hour CCTV, the following arrangements are in place:

- Meetings – parents attending a pre-arranged meeting must sign in at reception and wait to be collected or escorted to the meeting location. Parents do not have unescorted access to the school building.
- Visitors' Code of Conduct – all visitors must review the information displayed at reception regarding expected conduct while on campus.
- Signing in – all visitors must sign in at reception and present identification. Parents and nominated persons, such as drivers or nannies, must wear their school-issued identification while in the building. Other visitors must provide photographic identification to Security and wear a visitor pass:
 - Staff- black lanyards
 - Parents/nominated persons – green lanyards/temporary stickers
 - Visitors- purple lanyards
 - Parent-paid LSAs and staff employed through an external company – blue lanyards

Safety in Learning and Teaching

Lessons and events that present a potential risk must be appropriately risk assessed by teaching staff. This includes activities involving cooking, laboratory equipment and other specialist resources. Physical Education and Science staff must provide clear safety instructions, and specialist teachers must hold appropriate qualifications and meet relevant health and safety requirements.

Furniture and Equipment

Furniture and teaching equipment must be suitable for the age and needs of students, sourced from reputable manufacturers where appropriate, and free from identifiable health and safety risks.

Staff must routinely check equipment and furniture for safety and functionality. Defects must be reported promptly to the Maintenance Team for repair, replacement or removal from use.

Housekeeping

The school maintains housekeeping procedures covering the safe use and storage of equipment, cleaning

products and chemicals, waste management and related activities. Additional arrangements are developed for specialist areas, extreme weather and special events. Measures are taken to minimise exposure to cleaning agents, noise and dust and to protect the wellbeing of everyone on campus. Housekeeping arrangements are based on identified campus needs and include daily quality checks and regular risk assessment.

Wheelchair/People of Determination Access Facilities

School buildings provide accessible routes for wheelchair users and People of Determination, including suitable ramps and lifts where required.

Dangerous/Prohibited Areas

Students must not enter prohibited or restricted areas without staff permission and supervision. Clear warning signs identify restricted areas. Kitchen areas may only be entered with explicit staff permission. Window openings are restricted for safety, and students must not sit on window ledges or balcony railings.

Emergency Medical Support and First Aid

The school has designated clinics and an isolation room, with appropriate first aid and AED equipment. A list of trained first aid staff and their locations is maintained. First aid and AED equipment is clearly identified, routinely checked and replenished as required.

The school has procedures for responding to life-threatening and other medical emergencies. These cover recognising symptoms, initial assessment, first aid, contacting emergency services, accompanying a patient to hospital and contingency arrangements if medical staff are unavailable. Key staff receive first aid training and refresher training as required.

For further details, please see the appendices below:

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
Appendix 2	-	Inspection/Maintenance of Emergency Equipment
Appendix 3	-	First Aid and Medication
Appendix 4	-	Accident Reporting Procedures
Appendix 5	-	Lone Working
Appendix 6	-	Health and Safety Information and Training
Appendix 7	-	Work Equipment
Appendix 8	-	Flammable and Hazardous Substances
Appendix 9	-	Lifting and Handling
Appendix 10	-	Health and Safety Monitoring and Inspections
Appendix 11	-	Risk Assessments
Appendix 12	-	Off-site Visits
Appendix 13	-	Work at Height
Appendix 14	-	Vehicles
Appendix 15	-	Lettings
Appendix 16	-	Contractors
Appendix 17	-	Stress Appendix
Appendix 18	-	Legionella

Links to other policies

Emergency Evacuation Procedures
Child Protection & Safeguarding
Student Drop Off and Collection
Missing Child
Behaviour
Anti-Vaping & Smoking
Anti-Drug
Electronic Addiction

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented according to Civil Defence Guidelines.

EMERGENCY PROCEDURES

Fire and Evacuation

The evacuation procedures are made available to all staff and included in the establishment's induction process, staff handbook and the classroom directory for any substitute teachers' information.

An outline of evacuation the fire/evacuation plan is made available to all contractors / visitors and is posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the security Supervisor and the site manager (these are kept in the MDF room)

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire evacuation records.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only use firefighting equipment to aid evacuation. Fire marshals who have received training should be responsible for doing this in the first instance.
- On detecting a fire staff must raise the general alarm before evacuating the building.
- **Details of service isolation points** (i.e. gas, water, electricity). These are all external to the building and full details are available from the Maintenance Coordinator.
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Lab Assistants as appropriate, for consultation.

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points, alarms and firefighting systems will be regularly tested by civil defence as according to UAE law. A record is kept with the Maintenance Coordinator in the Fire log book.

Any defects on the system will be reported immediately to the Maintenance Coordinator *[Masis ext. 250]*

A fire alarm maintenance contract is in place with *[Vision Safety 04-8237000]* and the system as tested each quarter by them.

Smoke and heat detectors are tested on a quarterly basis by *[Vision Safety 04-8237000]*

INSPECTION OF FIRE FIGHTING EQUIPMENT

[Vision Safety 04-823700] undertakes an annual maintenance service of all firefighting equipment

Weekly checks by the security team ensure that all firefighting equipment is available for use and operational and they look for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to *[Vision Safety 04-8237000]*

EMERGENCY LIGHTING SYSTEMS

These systems will be checked quarterly by Vision Safety. Test records are kept with the Maintenance Coordinator

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational. (Site Manager and Head of Security).

Appendix 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

FIRST AID BOXES IN PRIMARY SCHOOL BUILDING			
SNO	FIRST AID BOX	ROOM NUMBER	DESIGNATED AREA
Basement			
1	High School Gym	B28	On the wall right in front
2	Primary School PE	B32b	Under the table
3	High School PE	B29	On the Left Wall
Ground Floor			
4	Primary Clinic	29	2nd room inside the cabinet.
5	Field Trip First Aid Box Primary Clinic	29	2nd room top of the cabinet
6	Parent Meeting Room	39	On the top of cabinet
First Floor			
7	Head of Primary Office	127	Right side of the entrance
FIRST AID BOXES IN HIGH SCHOOL BUILDING			
Basement			
SNO	FIRST AID BOX	ROOM NUMBER	DESIGNATED AREA
1	Swimming pool	B17	fixed to the wall near to the entrance door
2	Art room	B9	fixed to the wall near to the entrance door
Ground Floor			
3	Main Reception/ High School Foyer	HS reception	fixed on the wall above the employee finger id machine
4	Physics Lab	68	fixed on the wall near to emergency/ fire exit door
5	Physics Lab	71	fixed on the wall near to Lab assistant's room
6	Physics Lab	74	fixed on the wall near to emergency/ fire exit door
7	High school clinic (field trip kit 2)	5	first aid bags kept in locked cupboard near clinic entrance door
First Floor			
11	Biology lab	155	fixed on the wall near the teaching board
12	Biology lab	158	fixed on the wall near to Lab assistant's room
13	Biology lab	161	fixed on the wall near to emergency/ fire exit door
Second Floor			
14	Chemistry lab	255	fixed on wall near to emergency/ fire exit door
15	Chemistry lab	258	fixed on wall near to lab assistant's room
16	Chemistry lab	261	fixed on wall near to emergency/ fire exit

			door
17	Art room	209	fixed to the wall near to the entrance door
18	All Teaching Staff	All Classrooms	Bag or box as directed during the conflict

MAINTENANCE OF THE FIRST AID KITS:

1. The first aid boxes are checked periodically every 6 - 8 weeks (at least once every term).
2. Lab assistants are responsible for the first aid boxes in the labs and can inform if anything is missing in the first aid box or if any item finishes before the next checking.
3. The eye wash solutions in the labs are changed by the lab assistants every 3 months and they update the clinic if new ones are required.
4. First Aid held by Teaching Staff are monitored by the staff themselves, with a request made to the school clinic should replacement supplies be needed.

Transport to hospital: If the Medical Staff, First Aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Blood Spillages

Protection procedure from blood borne viruses and basic infection control will be followed.

No member of staff should administer any medicines unless a request form has been completed by the parent/ guardian.

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / guardian. Records of administration will be kept by the School Doctor.

All medications kept in school are securely stored in the medical room with access strictly controlled.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in the teacher's draw (and clearly labelled) for Primary Students and by the individual student in the High School. All medication stored in classrooms should be done with assigned parental agreement.

Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

ACCIDENT REPORTING PROCEDURES

Employees must report all accidents and violent incidents. These are to be recorded as follows:

- Accidents, dangerous occurrences are reported on the Serious Accident Report (SAR) form.
- Violent incidents and verbal abuse on the Serious Incident Report (SIR) form.

Copies of these forms are available on the google drive or from the Heads of School or Deputies.

The Head of High School will countersign the report form for the High School and the Head of Primary will countersign for the Primary School. The original should be kept at the establishment and the employees retain a copy if personal. The Medical Staff will send an injury assessment via email to the concerned staff members.

- A local accident excel sheet located in the 'Clinic Drive' is used to record all minor incidents to students any more significant incidents will be reported by email to the concerned staff.
- The Medical clinic staff will maintain the accident register for the school.
- School accident reports will be monitored for trends by the School Doctor and a report made to the Principal, as necessary.
- The Principal or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Team (HST).

In the event of a fatality or major injury these incidents will be reported immediately to the School Health and Safety Team and the Principal.

The Principal will report immediately to the chair of the board of Governors. In the event of an incident resulting in:

- Students or other non-employees being taken to hospital.
- Damage to the school campus.
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the School within 24hrs of the incident occurring.

LONE WORKING

Staff must always use the ID machine to register entering and leaving the building.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. Staff can remain on campus until 8pm (Monday to Friday), unless there is a specific event or function which will be pre-approved.

Where lone working cannot be avoided staff should:

- Obtain the Principal or Head of Section's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Head of the Health and Safety Committee.

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities. Please refer to the lists kept with HR.
- refresher training where required

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing attention to the Principal /Head of Section to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Appendix 7

WORK EQUIPMENT

All staff are required to report to the Head of Section or their Deputies if any problems are identified with equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to regular testing conducted by the electrician. The H&S team monitor and review the quality and upkeep of electrical equipment.

Personal items of equipment (electrical or mechanical) **must not** be brought into the school.

Any drinks must be covered by a secure lid.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Maintenance Team will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (Who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON (for inspection and repair)	INSPECTION PERIOD (E.G. Termly, annually)
Access equipment e.g. ladders, tower scaffold	Maintenance Coordinator & Head of Security	Maintenance team TAs/Proctors can use ladders	Maintenance	Ladders termly Tower scaffold on erection and then daily while being used.
Caretaking/cleanin g equipment including hand tools	Site staff / caretaker Maintenance Coordinator	Site staff / Maintenance Coordinator	Site staff / Maintenance	school to determine following manufacturers advice
Grounds maintenance equipment	Site staff / caretaker Maintenance Engineer	Site staff / caretaker	Site staff / Maintenance	school to determine following manufacturers advice
Gas appliances (including school catering equipment, boilers, food tech etc.)	Site staff / Teaching staff /Lab Assistants Maintenance Coordinator		Registered contractor	Annually
PE and play equipment	PE HODs/PS Teachers		Approved contractors	PE: Annually Play: 6 Months
LEV, dust extraction /fume cupboards	Teachers, Lab Assistants, HOD Science Maintenance Dept		Approved contractor School maintenance	Daily, Weekly, Annually

			department	
Technology Equipment	IT Manager		Approved contractor	
Art/Design Equipment	HOD Art	Art Department	Art Department	Weekly
Portable electrical equipment	School Electrician		Maintenance	Based on reports of staff
Lifts/lifting equipment	Maintenance		TKE	Lifts monthly by the contractor and 6 Months by third party inspector Evacuation Chairs– 6 monthly

Appendix 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science and Art) the Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or to choose the least harmful of substances.

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health (is/are) Head of Science/Purchasing Dept.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled.
- Suitable personal protective equipment (PPE) has been identified and available for use PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Appendix 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Appendix 10

HEALTH AND SAFETY MONITORING AND INSPECTION

General workplace inspections of the site will be conducted at least termly and be undertaken/co-ordinated by the Principal, Head of Health & Safety Committee and the Site Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Responsibility for following up items detailed in the safety inspection reports will rest with the Site Manager.

Appendix 11

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Head of the Health & Safety Committee and other nominated staff where/when appropriate.

Specific risk assessments relating to individual persons, e.g. staff member or young person/student are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the School Doctor.

It is the responsibility of staff to inform their line manager, that they are pregnant so the school is aware of potential/possible risks.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

Appendix 12

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Teacher's Handbook and as per the school trip procedure. All Field Trips must be risk assessed by the teacher visiting the location.

Appendix 13

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated persons responsible for working at height are Head of Operations and Head of Security.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Appendix 14

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, visitors and parents / guardians when bringing children to school or collecting them.

All staff are expected to register their vehicle with security.

The side gate access is shut between at 7:50am – 12.50 pm and 1.15 pm – 2.30 pm. The front side access from the road shall be kept clear for emergency vehicles.

Appendix 15

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the HR Department.

Appendix 16

CONTRACTORS

All contractors must report to the Main Reception / Security where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head of Security is responsible for monitoring areas where the contractor's work. The Maintenance Coordinator, IT Manager and Purchasing Department keep records of contractor work in their area.

Appendix 17

STRESS

The School, Board and HR Department are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

School Counsellors and the Medical team are available to students and staff where appropriate.

Appendix 18

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

The Head of Operations will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

The Head of Operations will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

Tests are conducted for legionella in the shower rooms and reports are kept by the Maintenance Team.